

Scott Dzurka
Mayor

Brad Gurski
Vice Mayor

Eric Hufnagel
Commissioner

Jean Ruestman
Commissioner

Chris Hyzer
Commissioner



Chad A. Gamble, P.E.
City Manager

Mindy J. Seavey
City Clerk

Kristina Kinde
City Treasurer

Michael Homier
City Attorney

Justin Smith
Director of Public
Services

**CITY OF ST. JOHNS
CITY COMMISSION MEETING
PROPOSED AGENDA**

**Monday, January 22, 2024, 6:00 p.m.
Room 2200 – Clinton County Courthouse**

***Listen to Meeting Via Telephonic Conference
Dial 1 929 205 6099
<https://zoom.us/j/2050014286>
Meeting ID: 205 001 4286**

***Please note, you will not be able to make public comments through Zoom;
only in-person attendees will be able to participate in public comments.**

A. OPENING: (6:00 pm – 6:05 pm)

1. Invocation
2. Pledge of Allegiance
3. Consent Agenda (*Action Item*)

The staff proposes the following items for the Consent Agenda. If any Commissioner wishes to discuss any of these items, it should be placed on the regular agenda. The remaining items and recommendations may be approved en masse:

- a. Approval of Minutes
 - Regular meeting of December 11, 2023
 - Closed sessions of December 11, 2023
- b. Receipt of Warrants
 - In the amount of \$3,480,460.57
- c. Merit Bonus – Ken Goldman
 - Staff recommends the city commission approve the merit bonus for Ken Goldman.
- d. Main Park - Electric upgrades
 - Staff recommends the city commission approve the 2023/24 Main Park Electric upgrades and use Speer Electric for phases #1, #2 and #3 phases and use the 2023-24 (\$75,000) budgeted dollars for the project.

- e. Clinton Avenue Downtown Lights - Pole Upgrades to Blocks 200 & 300
 - Staff recommends the city commission approve the 2024 Clinton Ave. Downtown Street light pole upgrades to the 200 & 300 blocks and award the project to JC Electric LLC in the amount of \$41,719.00.
- f. Standby Generator Planned Maintenance Agreement
 - Staff recommends the city commission approve the three-year planned maintenance contract with Hamilton Electric and authorize the Mayor to sign the contract on the City's behalf.
- g. Department of Public Works Building Concept Design
 - Staff recommends the city commission approve the proposal and contract from Wolverine Engineering for conceptual design plans for the new DPW Facility in the amount of \$10,000 and that the mayor to be authorize to sign the contract on behalf of the City.
- h. DDA/PSD Director Contract Approval
 - Staff recommends the city commission approve the calendar year employment contract for Heather Hanover for the position of DDA/PSD Director and authorize the mayor to sign the contract.
- i. Spicer Group - Asset Management/Distribution System Inventory Phase II
 - Staff recommends the city commission approve the Phase II proposal from Spicer Group to continue the AMP/CDSMI 3 Phase completion process in the amount of \$97,900. The proposal was reviewed by our attorney and deemed acceptable for the Mayor to sign.
- j. Baker Tilly – Water/Sewer Rate Study
 - Staff recommends the city commission approve the engagement letter with Baker Tilly for a two-year water/sewer rate study for a total of \$13,500, allowing Baker Tilly to be a sole source vendor for this study and authorizing the City Manager to sign the engagement letter.
- k. Replacement of two doors on the west entrance of the Depot
 - Staff recommends the city commission approve Rotary Glass LLC. quote of \$10,866.56 for the replacement of the two west entrance doors to the depot.
- l. Mid-Year Budget Adjustments
 - Staff recommends the city commission approve all mid-year budget adjustments attached.
- m. Finance Advisory Committee City Resident Member Recommendation
 - Staff recommends the city commission appoint Rich Koenigsnecht to the Finance Advisory Committee as the City resident member.

4. Approval of Agenda: *(6:05 pm – 6:07 pm) Action Item*

B. PUBLIC HEARINGS:

C. PERSONS WISHING TO PRESENT TESTIMONY:

- 1. Public comment - agenda & non-agenda items *(6:07 pm – 6:10 pm) Discussion only*

Each speaker is only entitled to one (1) three-minute time during each Public Comment period.

2. Audit Presentation – Jordan Smith, Maner Costerisan (6:10 pm – 6:25 pm) *Action Item*

D. COMMUNICATIONS:

E. OLD BUSINESS:

F. NEW BUSINESS:

1. Resolution #1-2024 Adopting Guidelines For Poverty Exemptions to be Implemented by the Board of Review (6:25 pm – 6:28 pm) *Action Item*
(Presenter: Brianna Hardaker, Assessor)
2. Resolution #2-2024 a Resolution to Adopt Alternate Start Dates for March, 2024; July, 2024; and December, 2024 Board of Review (6:28 pm – 6:31 pm) *Action Item*
(Presenter: Brianna Hardaker, Assessor)
3. Resolution #3-2024 a Resolution to Adopt Taxpayers & Non-Resident Taxpayers to Protest in Writing by Letter or Email for Board of Review (6:31 pm – 6:34 pm) *Action Item*
(Presenter: Brianna Hardaker, Assessor)
4. Consideration of Approval of the Clinton Area Ambulance Service Budget and Capital Expenditures for 24/25 (6:34 pm – 6:40 pm) *Action Item*
(Presenter: Brad Gurski, Commissioner)
5. Consideration of Resolution #4-2024 to Authorize Clinton Area Ambulance Service Authority to Purchase and Finance Ambulance (6:40 pm – 6:45 pm) *Action Item*
(Presenter: Brad Gurski, Commissioner)
6. Resolution #5-2024 - Resolution to Introduce an Ordinance to Amend Chapter 71 of the Code of Ordinances Regarding Parking Violations (6:45 pm – 6:52 pm) *Action Item*
(Presenter: David Kirk, Police Chief)
7. 2021 Scott Road Connector Trail Grant (6:52 pm – 6:57 pm) *Action Item*
(Presenter: Bill Schafer, Recreation Director)
8. 2021 Main City Park Improvement Grant (6:57 pm – 7:02 pm) *Action Item*
(Presenter: Bill Schafer, Recreation Director)
9. Quarterly Budget Report (7:02 pm – 7:10 pm) *Discussion only*
(Presenter: Kristina Kinde, Treasurer)
10. Annual Reports Requested by City Commission (7:10 pm – 7:20 pm) *Discussion only*
(Presenter: Chad Gamble, City Manager)
11. Discussion and Receipt of City Manager 6-Month Report and List of Accomplishments (7:20 pm – 7:30 pm) *Discussion only*
(Presenter: Chad Gamble, City Manager)

12. Consideration of the Establishment of St. Johns Social District (7:30 pm – 7:45 pm) Action Item
(Presenters: Heather Hanover, PSD/DDA Executive Director; Chad Gamble, City Manager)
13. Consideration of Property Option of Gibbs St. Parcels (7:45 pm – 8:05 pm) Action Item
(Presenter: Chad Gamble, City Manager)
14. City Manager Comments (8:05 pm – 8:15 pm) Discussion only
15. Commissioner Comments (8:15 pm – 8:25 pm) Discussion only

G. ADJOURNMENT: (8:25 pm)

(Next Regular Meeting Scheduled for **Monday, February 26, 2024, 6:00 p.m.**)

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the city clerk 989-224-8944 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodation.



CONSENT AGENDA

CITY OF ST. JOHNS

CITY COMMISSION MINUTES

DECEMBER 11, 2023

The regular meeting of the St. Johns City Commission was called to order by Mayor Dzurka at 6:00 p.m. at the Clinton County Courthouse, 100 East State Street, 2nd Floor, Suite #2200, St. Johns, Michigan.

COMMISSIONERS PRESENT: Eric Hufnagel, Jean Ruestman, Brad Gurski, Scott Dzurka, Chris Hyzer

COMMISSIONERS ABSENT: None

STAFF PRESENT: Chad Gamble, City Manager; Kristina Kinde, City Treasurer; Mindy J. Seavey, City Clerk; Anne Seuryneck, City Attorney; Chris Khorey, McKenna (arrived at 6:32)

Mayor Dzurka asked if any of the commissioners or persons present wished to discuss any of the items on the consent agenda.

There were none.

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the consent agenda be approved as presented.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the minutes of the November 27, 2023 regular meeting and closed sessions be approved as presented.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that warrants be approved as presented in the amount of \$718,388.47.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None
Motion carried.

c. Board Re-appointments

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission reappoint the following: Anne Rademacher, Board of Review (three-year term expiring November of 2026).

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

d. Spicer - GIS Mapping and Data Integration Assistance

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the agreement from Spicer Group for a not to exceed amount of \$5,800 and authorize the mayor to sign. This contract has been reviewed by the City attorney and was found to be legally sufficient.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

e. Consideration of Design and Bidding Services of Studio Intrigue for the Buildout of the Common Space of the Wilson Center Condominium Development

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the contract with Studio Intrigue for the services outlined in their engagement letter related to the condominium Common Space dated December 4, 2023, for \$27,500 and authorize the mayor to sign.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

f. Consideration of Design and Bidding Services of Studio Intrigue for the Buildout of Unit #1 Condominium Space at the Wilson Center

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission approve the contract with Studio Intrigue for the services outlined in their engagement letter for Unit #1 of the Wilson Center Condominium dated December 4, 2023, for the amount of \$65,500 and authorize the mayor to sign.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None
Motion carried.

AGENDA

Mayor Dzurka asked if there were any additions or deletions to the agenda.

Resolution of Commendation for Eric Worrall was added under New Business #4.

Motion by Commissioner Ruestman seconded by Commissioner Gurski that the city commission approve the agenda as amended.

AGENDA

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 - Staff recommends that the city commission reappoint the following: Anne Rademacher, Board of Review (three-year term expiring November of 2026).
- d. Spicer - GIS Mapping and Data Integration Assistance
 - Staff recommends that the city commission approve the agreement from Spicer Group for a not to exceed amount of \$5,800 and authorize the mayor to sign. This contract has been reviewed by the City attorney and was found to be legally sufficient.
- e. Consideration of Design and Bidding Services of Studio Intrigue for the Buildout of the Common Space of the Wilson Center Condominium Development
 - Staff recommends that the city commission approve the contract with Studio Intrigue for the services outlined in their engagement letter related to the condominium Common Space dated December 4, 2023, for \$27,500 and authorize the mayor to sign.

- f. Consideration of Design and Bidding Services of Studio Intrigue for the Buildout of Unit #1 Condominium Space at the Wilson Center
 - Staff recommends that the city commission approve the contract with Studio Intrigue for the services outlined in their engagement letter for Unit #1 of the Wilson Center Condominium dated December 4, 2023, for the amount of \$65,500 and authorize the mayor to sign.

4. Approval of Agenda:

B. PUBLIC HEARINGS:

C. PERSONS WISHING TO PRESENT TESTIMONY:

- 1. Public comment - agenda & non-agenda items

D. COMMUNICATIONS:

E. OLD BUSINESS:

- 1. Resolution #42-2023 - to Adopt an Ordinance to Amending the City of St. Johns Zoning Code Regarding Kennels
- 2. Resolution #43-2023 – to Adopt an Ordinance to Amend Chapter 92 of City’s Code of Ordinances Regarding Dogs and Cats

F. NEW BUSINESS:

- 1. ARPA Funding
- 2. Planning Commission Appointment due to Vacancy
- 3. Presentation and Discussion of the 2024/25 Budget Calendar
- 4. Resolution of Commendation for Eric Worrall (*added to agenda*)
- 5. City Manager Comments
- 6. Commissioner Comments
- 7. Closed Session to Consider Written Material Subject to Attorney-Client Privilege - MCL Section 15.268(8)(h)
- 8. Closed Session to Consider Purchase of Real Property – MCL Section 15.268(8)(d)

G. ADJOURNMENT:

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer
NAY: None
Motion carried.

PUBLIC HEARINGS

PERSONS WISHING TO PRESENT TESTIMONY

- 1. Public Comment

Mayor Dzurka asked if there were any public comments.

Marc Mercer, 601 S. Kibbee, was present. He discussed code enforcement; 5 years ago had a neighbor blocking the driveway; if a violation is turned in it needs to be looked at; incident in the Spring with a light shining in their window; his parents dealt with tons of stuff - guy dismantling a car; he had a good conversation with Scott; Jessica sent a letter; they need some help; first it was the cops to enforce and then it was Jessica.

Mary Mercer, 406 E. Railroad, was present. She discussed: dealt with a garage built in the 60's; John Salemi wrote a letter saying it could only be used for storage; person bought garage and worked on a vehicle all summer long and has a lot of equipment in there; he told Jessica he is only working on a vehicle for his family, and not a repair shop; they have lived there 46 years and have a beautiful home; it is a nuisance.

Mayor Dzurka said we typically leave time at the end of the meeting for city manager and city commission comments and maybe Chad can address this also.

COMMUNICATIONS

OLD BUSINESS

1. Resolution #42-2023 - to Adopt an Ordinance to Amending the City of St. Johns Zoning Code Regarding Kennels

City Manager Gamble said this ordinance has been discussed at multiple planning commission meetings. He said it provides a little bit more flexibility for residents.

Motion by Commissioner Ruestman seconded by Commissioner Gurski that the city commission adopt Resolution #42-2023 to Adopt an Ordinance to Amending the City of St. Johns Zoning Code Regarding Kennels.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

2. Resolution #43-2023 - to Adopt an Ordinance to Amend Chapter 92 of City's Code of Ordinances Regarding Dogs and Cats

City Manager Gamble said this amends the number of dogs from 3 up to 4 that would invoke the kennel provisions.

Attorney Seurnyck said we made additional changes. After it was introduced, we recognized it might be a misdemeanor. If you want them all to be civil infractions, we can cross that out. She said she just added it to those that were substantively changed. She said it can remain a misdemeanor. We haven't addressed every section of 92 in this and a couple are still misdemeanors. She said it would be something to consider in the future.

Motion by Commissioner Gurski seconded by Commissioner Ruestman that the city commission adopt Resolution #43-2023 to Adopt an Ordinance to Amend Chapter 92 of City's Code of Ordinances Regarding Dogs and Cats.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

NEW BUSINESS

1. ARPA Funding

Treasurer Kinde said the State of Michigan included a 1% increase in revenue sharing for units that have fully obligated ARPA funds by 12/31/23. We have obligated all but \$50,000. She discussed: there are some grants we might not get; making sure we have funds fully obligated by the end of the year. She said staff recommends the City Commission approve fully obligating any excess ARPA funds in the following order: Volleyball Court grant project, Wilson Center, and DPW Facility Construction Documents.

Commissioner Ruestman asked if we have any idea when we will know about the grant for pickleball.

Treasurer Kinde said we believe next week.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission adopt the recommended action in relation to ARPA funding as presented.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

2. Planning Commission Appointment due to Vacancy

Mayor Dzurka discussed we have applications from two individuals and no others that had a preference for planning commission further down on their preferences. He said it is

great to see new people completing applications, but we have not had a chance to reach out to them. Is there any kind of a deadline we are under to make an appointment?

City Manager Gamble said not that he is aware of.

Commissioner Hufnagel discussed the applications. He said we should have further communication with both of those individuals and make sure it is a good fit and the right skills set. He said the planning commission has had significant turnover in the last few years.

Commissioner Ruestman asked if we could ask follow-up questions: their understanding of what a planning commission does and why they feel qualified to be on the planning commission.

Mayor Dzurka said he agreed.

Commissioner Hufnagel said perhaps staff can reach out to other communities for their application questions specific to the planning commission.

City Manager Gamble said yes, he would take the questions asked here and add 2-3 others and bring answers to the next meeting.

Mayor Dzurka said by the end of the week for commissioners to give any additional questions to Chad.

3. Presentation and Discussion of the 2024/25 Budget Calendar

City Manager Gamble said he had an opportunity to discuss the budget calendar with Treasurer Kinde. He discussed combining meetings: joint meeting of city commission and planning commission for the Capital Improvement Plan presentation. He discussed the budget calendar; the first commission action is a budget/strategic planning workshop at a January 29th meeting. We can provide more details in weekly briefings.

Commissioner Ruestman said she loves the idea. She said she will be out of state and asked if because it's a workshop, can she call in and listen in.

Attorney Seuryneck said she can't participate in a way that is different than what the general public can do.

There was a discussion of the budget calendar.

Chris Khorey arrived at 6:32 p.m.

Mayor Dzurka said we still have a vacancy on the finance advisory.

4. Resolution of Commendation – Eric Worrall

Chief Kirk said Officer Worrall is one of our senior officers. He has been here for 14 years, served the city as a police officer, sergeant, field training officer and evidence technician; very dependable; a St. Johns High School graduate; total of 23 years as a police officer; knew when he reached a certain age he would be moving on to another job. He said he greatly appreciated the resolution on short notice and appreciated the community support of our officers.

Motion by Commissioner Gurksi seconded by Hufnagel to adopt the Resolution of Appreciation for Eric Worrall.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

4. City Manager Comments

City Manager Gamble discussed:

- He said he heard from Dr. Berthiaume, St. Johns Public Schools, regarding a joint meeting on March 11th with a tentative time of 6:00 p.m. He asked commissioners to pencil that into their schedules. He said for agenda items, please add some in the next month or so. Items so far: safe routes to schools; collaboration programming for the Wilson Center; continued expansion of interns; and he would like to give the commission an update on the millage.
- Thank you for approval on the contracts for the Wilson Center. TriTerra has been over there finalizing their workplan. They anticipate beginning mid-January with completion by May to June.
- Possibility of naming rights for the auditorium or gym of the Wilson Center. It could provide funding or add to the scope of work. If the commission feels that is prudent.
- Update on Labyrinth project. All indications that the location would work. A water line and fire hydrant may need to be moved. We have not yet received final vision of this area and we are working on a place to relocate the basketball court.
- Response to 408 E. Railroad. He said there are multiple emails that are addressing the issue. The letter was addressing more of a commercial automotive repair. He said there is nothing in our ordinances that prevents anyone from working on their

own car. He said certain property rights are allowable as long as it is not a business.

Chris Khorey, McKenna, said what is going on is not a business. He said it is a personal automobile and personal garage and it is not a zoning violation. He discussed the ordinances that were approved earlier in the meeting. Thank you for adopting them tonight.

5. Commissioner Comments

Commissioner Hyzer said he appreciated the conversation on the different ordinances. He said the parade was well attended, we had really nice weather, and a lot of people were downtown. He said he is looking forward to things in the New Year and happy holidays and Merry Christmas.

Commissioner Hufnagel said he and the mayor met with the city manager and had a conversation about his mid-year evaluation. He said the first five or so months have gone quickly and provided feedback. He said more information will go out to all commissioners about the process. He discussed leaf pick-up and benefitting from the lack of snow. He asked staff to put together a quick memo. He said he was under the impression the leaf sweeper was not available. He said if they could have something that explains what the process is and our timeline. He said he thinks the public has some confusion.

City Manager Gamble said we are complete with leaf pick-up. He said we were approximately a week behind the original schedule. He said a couple of contributing factors were November 15th and Thanksgiving. He said we made a second-round sweep around the city and wrapped up last Thursday.

Commissioner Gurski said he did enjoy the winter festival downtown; there were a great number of entries; and it was good to see folks enjoying that. He said they don't have an ambulance meeting until next week. He said they will be looking to approve the purchase of a new ambulance. He said they are looking for a new echo unit. He said the old unit will be transitioned to their community paramedicine program.

Commissioner Ruestman said she is glad we got a Facebook post out about parking, but to start with the good news in the future. She said we still have two-hour free parking downtown and on the side streets. She said she was reading the comments and we need to be clear on what the good story is.

Mayor Dzurka said with the winter celebration they recognized John Sirrine whose contributions were highlighted. He said he appreciated John's work. He discussed the city manager evaluation and he agreed to getting comments back from all of us and comments from the department heads are helpful, or one-on-one conversations. He said they will get with Chad the first of the year. He said the planning commission has been very busy, and reviewed and approved a revamp of the landlord/renter checklist and recommendations were made. He said they reached good positive steps. We are 1/3 of the way through all of the rental units and we are learning as we go through. He said they are working on RV campers, etc. and parking and timelines. He said they did not act at the last meeting and it will be coming back to the planning commission. He said it would be helpful to send out drafts to everyone. He said they continue to talk about golfcarts and there were several concerns raised on overall safety so they are doing a little deeper dive. He said golfcarts are not legal on the streets right now. He thanked Chad for covering how the violations have been addressed. He said he appreciated the time it takes to go through this process. He said staff is very thorough in going through reviews and he appreciated the methodology of putting things in writing. He said it is helpful for us for the process/procedure of how those are evaluated.

Commissioner Hyzer said would be nice to know on the enforcement side what they are doing.

City Manager Gamble said he will have a conversation with staff. He asked if they were talking about the process/procedure from an administrative perspective?

Mayor Dzurka said administrative when a concern is raised.

6. Closed Session to Consider Written Material Subject to Attorney-Client Privilege - MCL Section 15.268(8)(h)

Motion by Commissioner Ruestman seconded by Commissioner Hufnagel that the city commission go into closed session.

Roll call vote:

YEA: Gurski

YEA: Hyzer

YEA: Hufnagel

YEA: Ruestman

YEA: Dzurka

NAY: None

Motion carried.

The commission went into closed session at 6:57 p.m.

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission go into open session.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

The commission went back into open session at 7:10 p.m.

7. Closed Session to Consider Purchase of Real Property – MCL Section 15.268(8)(d)

Motion by Commissioner Hufnagel seconded by Commissioner Ruestman that the city commission go into closed session.

Roll call vote:

YEA: Gurski

YEA: Hyzer

YEA: Hufnagel

YEA: Ruestman

YEA: Dzurka

NAY: None

Motion carried.

The commission went into closed session at 7:11 p.m.

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission go into open session.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

The commission went back into open session at 7:50 p.m.

ADJOURNMENT

Motion by Commissioner Ruestman seconded by Commissioner Gurski that the meeting be adjourned.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

The meeting was adjourned at 7:50 p.m.

**CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22, 2024**

Department: Wastewater	Attachments:
Subject: <i>Ken Goldman Merit Bonus</i>	<input checked="" type="checkbox"/> <i>Ken Goldman Merit Bonus Form</i> <input type="checkbox"/> <input type="checkbox"/>
Prepared by: Jordan Whitford, Wastewater Supervisor	Approved by: Chad A. Gamble, P.E., City Manager

SUMMARY/HIGHLIGHT: In November, Ken Goldman undertook the challenge of testing for his C-level wastewater exam. I am happy to report that Ken has successfully passed this difficult exam, a task which he achieved due to his hard work and dedication. I recommend Ken receive a \$900 bonus for his hard work.

BACKGROUND/DISCUSSION: Past history has allowed for a \$900 bonus for all certifications received.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: Monies for this bonus are available within the operating budget.

RECOMMENDATION: Staff recommends the City Commission approve the merit bonus for Ken Goldman.

Merit Bonus Appraisal Form

Employee Name: Ken Goldman

Title: Operator II

Department: Wastewater

Employee Payroll
Number:

6	1	1
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Employment
Date:

1	0	/	0	1	/	2	0	1	8
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Instructions: A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his or her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable the first pay period in July.

1. Did employee's performance appraisal rate a good or above on all applicable areas?

Yes No

COMMENTS:

2. Has employee passed the 90-day orientation period?

Yes No

COMMENTS:

3. At least two of the following must have taken place this past year, please check all that applied and comment below:

- Superior effort in his or her daily duties.
- Takes on additional duties in a positive manner.
- Specific job related accomplishments (training, licenses, certifications, etc.).
- Cost/time saving practices.
- Completed a special project in a fiscal year.
- Has made comments or ideas on ways to be more efficient in current City programs or policies.

COMMENTS:

Ken has successfully passed his C wastewater license.

Use Page 2 for Additional Comments

Additional Comments:

Lined area for additional comments.

Dept Head/Supervisor Signature: 

Date: 01 / 10 / 2023

City Manager's Signature: _____

Date: [] / [] / []

City Personnel Committee Approved On: [] / [] / []

City Commission Approved On: [] / [] / []

**CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22, 2024**

Department: Public Works	Attachments:
Subject: The Main Park Electric upgrades	[X] ESM bid [X] Speer Electric [X] JC Electric
Prepared by: Jeremy Ritter, DPW Supervisor	Approved by: Chad A. Gamble, P.E., City Manager

SUMMARY/HIGHLIGHT: The Main Park Electric upgrades are a continued effort from previous projects. The 2024 project is split into three phases. The first phase will continue to finish the area by the warming house, ice rink and the rotary pavilion. The second phase will go from the “old restrooms” going south wrapping around almost to the “middle drive.” The third phase will go from the middle drive north towards the Rotary pavilion. An RFP for this project was submitted to three local electrical contractors, we then held a public bid opening on January 9th at 10 am. All three contractors submitted bids.

JC Electric- \$114,093.00

ESM- \$128,750.00

Speer Electric- \$76,990.00

BACKGROUND/DISCUSSION: The Main Park Electric infrastructure replacement is a multi-year project that with approval of this RCA will see its completion.

STRATEGIC PLAN OBJECTIVE: Parks and Recreation Goal #1 – Acquire, develop, maintain and preserve sufficient open space and recreation facilities. d. Pursue all available funding sources to implement park improvements and land acquisition. e. Promote, use and increase quality of City parks and other recreation facilities.

FISCAL IMPACT: This project was budgeted for and approved in the 23/24 budget for \$75,000 in line number 101-901-970.004. The proposal from Speer Electric will allow us to complete all 3 phases with a small budget adjustment.

RECOMMENDATION: Staff recommends the City Commission approve the 2023/24 Main Park Electric upgrades and use Speer Electric for phases #1, #2 and #3 phases and use the 2023-24 (\$75,000) budgeted dollars for the project.

ESM

PO Box 237
Fowler, MI 48835

Estimate

Date	Estimate #
1/8/2024	40009

Name / Address
St Johns City Park

Project

Description	Qty	Cost	Total
Total labor, material, equipment fees, lift and permit fees to complete all 3 phases of St Johns City Park project	1	128,750.00	128,750.00
Total			\$128,750.00

ESM

PO Box 237
Fowler, MI 48835

Estimate

Date	Estimate #
9/27/2023	39986

Name / Address
St Johns City Park Option # 1

			Project
Description	Qty	Cost	Total
Scope of work - Demo 600' of overhead wire and remove 4 utility poles. City of St Johns will pick up and dispose/recycle. Run a trench 655' and install 2" conduit as well as a spare 1" conduit. There be a total of 3 hand holes in designated locations, 3 new 12' poles with concrete bases, Install 3 LED fixtures that we will re-purposed from existing poles. We will also provide power to 1 pavilion and 1 warming station (50 amps each). All work will be performed per scope provided by Jeremy Ritter and will meet Michigan Electrical Code.	1	20,600.00	20,600.00
Labor to complete install	1	16,000.00	16,000.00
Permit/Lift Fee	1	850.00	850.00
Equipment Rental (Trencher)	1	3,000.00	3,000.00
Total			\$40,450.00

ESM

PO Box 237
Fowler, MI 48835

Estimate

Date	Estimate #
9/27/2023	39987

Name / Address
St Johns City Park Option # 2

			Project
Description	Qty	Cost	Total
Scope of work - Demo 500' of overhead wire and remove 3 utility poles. City of St Johns will pick up and dispose/recycle. Run a trench 1385' and install 2" conduit as well as a spare 1" conduit. There be a total of 7 hand holes in designated locations, 6 new 12' poles with concrete bases, Install 3 LED fixtures that we will re-purposed from existing poles and 3 new LED fixtures with same spec. We will also provide power to 2 pavilions (50 amps each). All work will be performed per scope provided by Jeremy Ritter and will meet Michigan Electrical Code. - Labor	1	38,800.00	38,800.00
Labor to complete	1	28,000.00	28,000.00
Permit/Lift Fee	1	850.00	850.00
Equipment rental (trencher)	1	3,800.00	3,800.00
		Total	\$71,450.00

ESM

PO Box 237
Fowler, MI 48835

Estimate

Date	Estimate #
9/27/2023	39988

Name / Address
St Johns City Park Option # 3

Description	Qty	Cost	Project
			Total
Run a trench 550' and install 2" conduit as well as a spare 1" conduit. There be a total of 2 hand holes in designated locations, 2 new 12' poles with concrete bases, Install 2 new LED fixtures and 2 new poles. All work will be performed per scope provided by Jeremy Ritter and will meet Michigan Electrical Code. - Labor	1	7,200.00	7,200.00
Labor	1	8,000.00	8,000.00
Permit/Lift Fee	1	350.00	350.00
Equipment Rental (Trencher)	1	1,300.00	1,300.00
Total			\$16,850.00

ESTIMATE

Speer Electric LLC
 8201 S Grove Rd
 Dewitt, MI 48820

speerelectricllc@gmail.com
 +1 (517) 507-1411



Mindy Seavey, Clerk

Bill to
 City Of St.Johns
 Mindy Seavey, Clerk
 100 East State St, Suite 1100, P.O. Box 477
 Saint Johns, MI 48879

Ship to
 City Of St.Johns
 100 East State St, Suite 1100, P.O. Box 477
 Saint Johns, MI 48879

Estimate details
 Estimate no.: 1230
 Estimate date: 01/08/2024

Sales Rep: Spencer
 P.O. Number: MAIN PARK ELECTRIC
 UPGRADES

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		16 Electrical & Lighting MAIN PARK ELECTRIC UPGRADES		1	\$19,608.00	\$19,608.00 OPTION #1
		OPTION #1 - Demo 4- utility poles throughout and 600' of existing wire - DIRECTIONAL BORE 655' of 1" & 2" PVC from existing hand hole to specified locations - Install 3- UG boxes - Install water proof taps per plans and specs - Reuse light fixtures from existing poles on new poles - Install and wire conductors around to each location - Install and wire 3 new 12' black poles per plans and specs - Install 3- 24" x 48" pole bases - Install and wire to 2 Pavilions - Install and wire all terminations throughout - Electrical Permit				
2.		16 Electrical & Lighting MAIN PARK ELECTRIC UPGRADES		1	\$44,562.00	\$44,562.00 OPTION #2
		OPTION #2 - Demo 3- utility poles throughout and 500' of existing wire - DIRECTIONAL BORE 1385' of 1" & 2" PVC from existing hand hole to specified locations - Install 7- UG boxes - Install water proof taps per plans and specs - Reuse 3-light fixtures from existing poles on new poles - Install and wire conductors around to each location - Install and wire 3 new LED fixtures to match existing - Install and wire 6 -12' black poles per plans and specs 3 of which will be new poles - Install 6- 24" x 48" pole bases - Install and wire to 2 Pavilions				

- Install and wire all terminations throughout
- Electrical Permit

3.

16 Electrical & Lighting

MAIN PARK ELECTRIC UPGRADES

1 \$12,820.00 \$12,820.00
OPTION #3

OPTION #3

- DIRECTIONAL BORE 550' of 1" & 2" PVC from existing hand hole to specified locations
- Install 2- UG boxes
- Install water proof taps per plans and specs
- Install and wire conductors around to each location
- Install and wire 2 new LED fixtures to match existing
- Install and wire 2 -12' black poles per plans and specs
- Install 2- 24" x 48" pole bases
- Install and wire all terminations throughout
- Electrical Permit

Total

\$76,990.00

JC ELECTRIC, LLC

PO Box 146
 St. Johns, MI 48879
 P: 989-227-5450
 F: 989-227-5451



Electrical Installation Proposal

PROPOSAL TO:	CONTACT INFORMATION:	PROJECT
City of St. Johns	Phone:	Main Park Electric Upgrades
100 E. State Street	Fax:	
St. Johns, MI 48879	Email:	
Attention: Jeremy Ritter	Date: 1-9-2024	

THANK YOU FOR CONSIDERING JC ELECTRIC, LLC SPECIFICATIONS, ESTIMATED, QUANTITIES AND DESCRIPTIONS ARE HEREBY SUBMITTED FOR THE FOLLOWING INTERPRETATION OF THE REQUIRED ELECTRIC TRADE WORK:

DESCRIPTION
Option #1 – Sub-total Labor & Materials Estimate: \$31,575.00
Option #2 – Sub-total Labor & Materials Estimate: \$60,711.00
Option #3 – Sub-total Labor & Materials Estimate: \$21,807.00
NOTES/EXCLUSIONS
Install barricade/caution tape around work areas, as needed.
Call MISS DIG. Note: Sanitary and all private utilities to be identified by others.
Maintain water-tight electrical connections in ground junction boxes.
Any unmarked utilities damaged during construction will be repaired by others. All costs incurred are by others.
Routing under or around Unmarked Utilities private & public is not included.
After-hour labor is not included.
Material Cost Increases are not included.
Existing concrete, curb, and black top is not included. Patching of the previous mentioned is not included.
We are figuring on backfilling with original dirt soils, and all other remaining spoil to remain onsite.
Final grade, compaction, and grass seeding is by others.
Electrical Engineering, plan review, and other fees are not included.
Note: Conduit and wiring for Option #1 and Option #3 are to connect to existing underground feeder wiring. Code upgrades costs and installation to existing wiring is not included.
Note: Conduit and wiring for Option #2 is to share 50A of 208V including voltage drop and power to the lights. This will accommodate using existing PVC conduit that currently runs under the road.
Note: Spare 1" PVC conduit mentioned in scope of work will be laid in the same trench as the power wiring.
Grand Total Labor & Materials Estimate: \$114,093.00

Douglas C. Haviland, Estimator Email: dch.jcelectric@gmail.com	CONDITIONS OF PROPOSAL: This proposal is subject to all specifications listed herein. The quantities and descriptions listed herein constitutes only our interpretation of the needed or desired outcome. Acceptance of this proposal will result in the work being installed or materials delivered according to this proposal. Check this proposal to verify the above listed descriptions meet your requirements. This proposal is valid for the proposal date, thereafter is subject to a price change, modification or may not be accepted by JC ELECTRIC, LLC
---	---

ACCEPTANCE AND AGREEMENT: The above specifications, estimates, quantities, description and prices are satisfactory and hereby accepted. JC ELECTRIC, LLC is authorized to perform the work as described above. Payment will be made within 30 days from receipt of invoice to avoid a 1.5% late charge. If payment goes out of terms the authorized signature agrees to pay interest charges, attorney fees, and all associated cost in JC Electric's collecting efforts. By signing this proposal, you agree with the above as well as the attached Terms and Conditions.	Authorized Signature _____	Date _____
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Terms and Conditions

Approval and Acceptance: The proposal will not bind JC Electric, LLC until the Acceptance of Proposal has been timely received by JC Electric, signed by Customer or its duly authorized officer where indicated.

Changes: No changes or alterations in the project or specifications shall be made except in writing and at prices agreed upon at the time changes are made. However, JC Electric reserves the right to increase the total amount due from Customer if proposal was based upon incorrect information provided by Customer.

Delays: JC Electric shall complete work in a timely fashion but will not be liable for delays due to Customer, weather, or otherwise beyond the reasonable control of JC Electric.

Stock Piling: JC Electric shall be permitted to stock pile materials necessary to perform its work on Customer's property, without cost to JC Electric or damage to its materials.

Soil Conditions: If any unusual soil conditions are encountered that were not specified in this proposal, any resulting extra cost, for work or material, shall be paid by Customer.

Hidden Objects: JC Electric assumes no responsibility for removal of or damage to hidden objects, including but not limited to irrigation lines, low voltage wires, and invisible fencing, encountered during the performance of its work. If JC Electric elects to remove, dispose of, or repair any hidden objects, Customer shall bear the cost by reimbursing JC Electric upon receipt of its invoice. Customer shall defend and indemnify JC Electric against any injury to person or property alleged to arise from damage to or the presence of hidden objects.

Zoning: JC Electric assumes no responsibility for determining whether Customer has the legal right or authority to alter or improve the property at the job location. Customer shall: establish its rights and obtain any needed variance, easement or other permission; pay for work performed and materials provided even if all or any part of the work or material is alleged to violate any regulation, law, right, contract or ordinance; and indemnify and defend JC Electric against any claim of ordinance or zoning violation or claim that Customer did not have the right to enter, alter or improve the property.

Utility Fees: JC Electric assumes no responsibility for any cost and/or fees from the utility company, including but not limited to any needed upgrades to the gas metering, electric meter and underground electrical service.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22nd, 2024

Department: Public Works	Attachments:
Subject: Clinton Ave. Downtown lights poles upgrades to blocks 203 & 300	<input checked="" type="checkbox"/> ESM <input checked="" type="checkbox"/> JC Electric
Prepared by: Jeremy Ritter, DPW Supervisor Justin Smith, Director of Public Services	Approved by: City Manager, Chad A. Gamble, P.E.

SUMMARY/HIGHLIGHT: The 2024 street light project is a continuation of the efforts to replace the old undependable lights within the downtown area. This year's efforts will replace five poles in the 200 block and five poles in the 300 block of North Clinton Ave. Once these ten poles are replaced, all poles in the 100-300 blocks of North Clinton Ave will be uniform. In planning for this project, we chose to only procure two bids, this decision was based upon both companies' knowledge of the current downtown electrical infrastructure, along with both companies being valued assets in regard to servicing the referenced lights in a timely manner. ESM provided a quote for \$49,400 and JC Electric LLC provided a quote for \$41,719.00.

BACKGROUND/DISCUSSION: Approved and completed in 2022 were the light replacements on the corners in the 200 and 300 blocks of North Clinton Ave. Prior to this, all lights in the 100 block were replaced.

STRATEGIC PLAN OBJECTIVE: This project has been on going in the capital improvement plan and also is a budgeted item.

FISCAL IMPACT: This project was approved in the 2023-24 fiscal year budget in account #: 101-441-974.015 for \$45,000.

RECOMMENDATION: Staff recommends the City Commission approve the 2024 Clinton Ave. Downtown Street light pole upgrades to the 200 & 300 blocks and award the project to JC Electric LLC in the amount of \$41,719.00.

ESM

PO Box 237
Fowler, MI 48835

Estimate

Date	Estimate #
9/27/2023	39989

Name / Address
City of St Johns 100 E State St St Johns, MI 48879

Project

Description	Qty	Cost	Total
Installing 10 new decorative anchor base light poles to replace existing direct burial poles. Removing and transferring LED fixtures to new poles. Includes all bases, poles, conduit, wire, and equipment to complete the project. Concrete cutting and removal included and to be done K&H - Labor	1	38,400.00	38,400.00
Labor to complete		8,200.00	8,200.00
Concrete Repair - Subcontracted	1	2,800.00	2,800.00
Downtown Bid			
Total			\$49,400.00

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 02, 2024

Department: Wastewater, Fire, Water	Attachments:
Subject: <i>Standby Generator Planned Maintenance Agreement</i>	[X] <i>Hamilton Electric Three Year Planned Maintenance Agreement</i>
Prepared by: Jordan Whitford, Wastewater Supervisor Calvin Galecka, Water Supervisor	Approved by: Chad A. Gamble, P.E. City Manager

SUMMARY/HIGHLIGHT: When power is lost, it's crucial that our backup generators work perfectly to support essential city services. We have five generators that support city operation at the following locations; fire station, water tower, wastewater plant, Townsend Road lift station, and Johnella Estates lift station. City staff checks these generators every day for issues and runs them weekly.

Twice a year Hamilton Electric conducts in-depth inspections and maintenance on each generator. In October they perform a formal annual maintenance inspection that includes, changing oils, coolants, filters and testing the generator. Generators are also load-bank tested on an every other year basis to ensure peak performance is being maintained under an 80% load. This contract was reviewed by the City Attorney and found to be legally sufficient.

In order to address the ongoing needs of the city as stated above, and to ensure continuous critical infrastructure operations during power outages, we are requesting consideration of a multiyear contract with Hamilton Electric to perform the necessary generator maintenance and testing for the City. This multiyear contract avails to the City savings via a multiple year contract and to continue a very good relationship with a company that is familiar with our generators.

BACKGROUND/DISCUSSION: Hamilton Electric has served as our contractor for generator maintenance over the past several years. They have consistently demonstrated exceptional performance and reliability. Aside from their technical expertise, Hamilton Electric's staff is also professional and punctual during their on-site operations, and has proven dedicated to the City in times of emergency needs.

STRATEGIC PLAN OBJECTIVE: Public Facilities – Goal #1: Continue to offer High Quality Services and Facilities for Residents

FISCAL IMPACT: The anticipated annual financial impact in 2024 is projected to be \$5,750. In 2025, this cost is expected to increase to \$8,100 due to the inclusion of loadbank testing on all three wastewater generators. However, by 2026 the annual cost returns to the base level of \$5,750. A significant advantage of entering into a three-year agreement is the guarantee of pricing throughout the contract duration. This provides protection against potential price fluctuations, which are more likely to be seen under a year-to-year contract.

RECOMMENDATION: Staff recommends the City Commission approve the three-year planned maintenance contract with Hamilton Electric and authorize the Mayor to sign the contract on the City's behalf.



HAMILTON ELECTRIC COMPANY

3175 PIERCE ROAD, SAGINAW MI 48604
PHONE (989) 799-6291 FAX (989) 799-2224

PLANNED MAINTENANCE AGREEMENT

OWNER

City of St. Johns
PO Box 477
St. Johns, MI 48879

Date: November 28, 2023

Phone: (989)292-0604

Effective Date: 2024-2026

**Generator Set Agreement
Waste Water Dept
3year Contract**

<u>Location</u>	<u>Model</u>	<u>Serial Number</u>	<u>KW</u>
Treatment Plant	Cummins	E130507784	500
Johnella Lift Station	Onan	G040675373	20
Townsend Lift Station	Onan	A9900848321	100

2024: Service in April
Inspection in October

Treatment Plant: \$1,950.00
Johnella Lift Station: \$950.00
Townsend Lift Station: \$1,600.00

2025: Service in April
Inspection in October
2hr Load Bank

Treatment Plant: \$3,200.00
Johnella Lift Station: \$1,400.00
Townsend Lift Station: \$2,250.00

2026: Service in April
Inspection in October

Treatment Plant: \$1,950.00
Johnella Lift Station: \$950.00
Townsend Lift Station: \$1,600.00

Please sign and return (1) complete copy of the signed agreement and keep a copy for your records.

See attachment for a list of inspections and services that will be done on site to help keep your generator in optimal service status. This check list complies with manufacturer's recommendations and our Certified trained technicians will make sure your unit takes priority should you need any additional service.

Service will be completed in April and all Inspections will be done in October. Load banking to be done in 2025 for the Treatment Plant, Johnella Lift, and Lift Station. Scheduling is made and confirmed with you. Because you are a P&M customer, any issues or problems that may occur before or after your service will be Hamilton Electric's priority and you take precedence over a non-P&M customer.

Thank you for this opportunity to be a service. If you have any questions or concerns, please give Paul or Christina a call at (989) 799-6291.

City of St. Johns

Hamilton Electric Company

Date

Paul Corriveau, Certified Technician Date

Date

Candice Lagan, Owner Date



HAMILTON ELECTRIC COMPANY

3175 PIERCE ROAD, SAGINAW MI 48604
PHONE (989) 799-6291 FAX (989) 799-2224

PLANNED MAINTENANCE AGREEMENT

OWNER

City of St. Johns
PO Box 477
St. Johns, MI 48879

Date: November 28, 2023

Phone: (989)292-0604

Effective Date: 2024-26

**Generator Set Agreement
Water Dept
3year Contract**

<u>Location</u>	<u>Model</u>	<u>Serial Number</u>	<u>KW</u>
Water Tower	Briggs & Stratton	1015569094	7

2024:	Service in April Inspection in October	Water Tower:	\$450.00
2025:	Service in April Inspection in October	Water Tower:	\$450.00
2026:	Service in April Inspection in October	Water Tower:	\$450.00

Please sign and return (1) complete copy of the signed agreement and keep a copy for your records.

See attachment "A" for a list of inspections and services that will be done on site to help keep your generator in optimal service status. This check list complies with manufacturers recommendations and our Certified trained technicians will make sure your unit takes priority should you need any additional service.

Service will be completed in April and all Inspections will be done in October. Scheduling is made and confirmed with you. Because you are a P&M customer, any issues or problems that may occur before or after your service will be Hamilton Electric's Priority and you take precedence over non-P&M customer.

Thank you for this opportunity to be a service. If you have any questions or concerns, please give Paul or Christina a call at (989) 799-6291.

City of St. Johns

Hamilton Electric Company

Date

Paul Corriveau, Certified Technician Date

Date

Candice Lagan, Owner Date



HAMILTON ELECTRIC COMPANY

3175 PIERCE ROAD, SAGINAW MI 48604
PHONE (989) 799-6291 FAX (989) 799-2224

PLANNED MAINTENANCE AGREEMENT

OWNER

City of St. Johns
PO Box 477
St. Johns, MI 48879

Date: November 28, 2023

Phone: (989)292-0604

Effective Date: 2024-26

**Generator Set Agreement
Fire Dept
3year Contract**

<u>Location</u>	<u>Model</u>	<u>Serial Number</u>	<u>KW</u>
Fire Department	Kohler	245440	24

2024: Service in April
Inspection in October

Fire Dept: \$800.00

2025: Service in April
Inspection in October

Fire Dept: \$800.00

2026: Service in April
Inspection in October

Fire Dept: \$800.00

Please sign and return (1) complete copy of the signed agreement and keep a copy for your records.

See attachment "A" for a list of inspections and services that will be done on site to help keep your generator in optimal service status. This check list complies with manufacturers recommendations and our Certified trained technicians will make sure your unit takes priority should you need any additional service.

Service will be completed in April and all Inspections will be done in October. Scheduling is made and confirmed with you. Because you are a P&M customer, any issues or problems that may occur before or after your service will be Hamilton Electric's Priority and you take precedence over non-P&M customer.

Thank you for this opportunity to be a service. If you have any questions or concerns, please give Paul or Christina a call at (989) 799-6291.

City of St. Johns

Hamilton Electric Company

Date

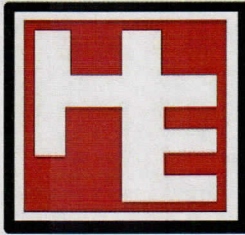
Paul Corriveau, Certified Technician

Date

Date

Candice Lagan, Owner

Date



HAMILTON ELECTRIC COMPANY
3175 PIERCE ROAD, SAGINAW MI 48604
PHONE (989) 799-6291 FAX (989) 799-2224

PLANNED MAINTENANCE AGREEMENT:

Inspections: Planned Maintenance List

1. Check the spark plugs (adjust and clean if necessary)
2. Check the system for oil, fuel, or coolant leaks.
3. Check the condition of the battery(s) and report any action necessary for recharging or replacing.
4. Check air intake system and the exhaust system.
5. Check the unit's controls, voltage regulator, and safety's for proper operation- if necessary.
6. Check the automatic transfer switch for proper operation - if possible.
7. Indicate disposition of tests in the **Inspected Items** and the **Generator Readings** portions. Field service report provided.
8. Submit a copy of this inspection to the owner. Advise of any further repairs that maybe required and document this in the **Comments** portion if necessary.

Service: Planned Maintenance List

1. Change oil, oil filter(s), and fuel filter(s). Air filters will be quoted separately.
2. Perform the pertinent items listed in the "**Inspections**" section or as necessary.

While the unit is under a Planned Maintenance Program, the following procedures are performed in addition to Manufacturers Service schedule in the owners manual.

A log should be filled out once a week with the following information:

- Battery level checked once a week.
- Oil level checked once a week.
- Coolant level checked one a week.
- Generator excercised for (30 minutes) once a week - if possible.
- Make service information and unit documentation available.

Additional Service and Repairs

Any additional repairs, parts or service, which are required, will be brought to the attention of the customer. Repairs will only be made after the proper authorization from the customer is given to Hamilton Electric Company. These repairs/services will be performed at the then current Hamilton Electric Company labor rates. Parts will be provided according to the manufacturer's published price list.

Emergency service between regular inspections will be provided at the then current Hamilton Electric Co. PM customer service rates.

It is understood that this agreement does not include any parts or labor, other than those specified under the Planned Maintenance List. It does not include expenses to repair damage caused by abuse, accident, theft, acts of a third party, forces of nature, or altering equipment. Hamilton Electric Co shall not be responsible for failure to render service for causes beyond its control, including strikes and/or labor disputes.

Limited Warranty:

Parts and Materials: Hamilton Electric Co. does not warranty either expressly or implied, any parts or materials. The Owner's sole remedy is the warranty of the manufacturer.

Service, Repair and Workmanship: Hamilton Electric Co. warrants service and repairs as free from defects in workmanship for 90 days following the completion of the repair order. For this purpose, the date of the invoice is the first day of the 90 day period. All claims must be made within the 90 day period.

Limit of Liability: The liability of Hamilton Electric Co. and the remedy of the owner for defects in workmanship is limited to the repair of the goods upon return to Hamilton Electric Co. (freight prepaid). In no event is Hamilton Electric Co. liable for incidental or consequential damages, loss of use, downtime, loss of profits, or loss due to defective service, repair, workmanship, parts or materials.

TERMS: NET 30 DAYS

Upon written acceptance of the **PLANNED MAINTENANCE AGREEMENT**, a **Pre-Invoice** will be generated to reflect the amount of the agreement. Upon **receipt of payment**, the scheduling of the agreement will commence.

TAXES:

Prices do not include federal, state, local sales, property use, or excise taxes. If any such taxes are imposed, the Servicing Agent will bill them to the customer as a separate item. In lieu of such taxes, the customer shall provide, with each other, a tax exemption certificate, acceptance to the proper tax authorities.

Please Note:

Owners should follow the Service Schedule outlined in the Owner's Manual in addition to the planned maintenance service provided by Hamilton Electric Company.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22 2024

Department: Public Services	Attachments:
Subject: Department of Public Works Building Concept Design	[X] Wolverine Engineering Proposal [] []
Prepared by: Justin Smith Director of Public Services	Approved by: Chad A. Gamble, P.E. City Manager

SUMMARY/HIGHLIGHT: It is our goal and commitment to give our employees the best work spaces to fully maximize their working potential and also a clean, orderly, and restful place to enjoy their meals and breaks. The current Department of Public Works (DPW) building is old and tired and does not meet those goals. DPW employees take great pride in the work that they provide the residents of St Johns and it is time to invest in them and provide a facility that they can take great pride in.

The City of St Johns has an “as needed” contract with Wolverine Engineering. The City enlisted their expertise to create a proposal for the architectural and design layouts of a proposed new DPW facility. Wolverine will also be utilizing Studio Intrigue to assist with interior designs, this is a welcomed bonus as they have done an exceptional job for us in regards to the Wilson Center. The Wolverine design proposal for \$10,000 is within our approved budgeted funds. Performing this task will permit the appropriate programming and preparations of the future construction of the new DPW offices in a planned and intentional manner.

BACKGROUND/DISCUSSION: In recent years staff explored the idea of remodeling the current facility. Due to size constraints noting the need of a shower facility along with ADA requirements for the new restroom/locker rooms, and the need for an updated break/meeting room, it was determined that the current footprint does not make sense fiscally to proceed with such option. Additionally, we have a truck storage facility on this site that is no longer able to facilitate our equipment storage needs. Our goal is to combine both of these facilities into one building that meets the needs of the Public Works staff.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: The architectural and design plans for the DPW facility were budgeted for and approved in the 23/24 Capital Improvement Plan for up to \$25,000. Monies are available in account 101-901-970.003 to support the issuance of this \$10,000 contract.

RECOMMENDATION: Staff recommends the approval of the proposal and contract from Wolverine Engineering for *conceptual* design plans for the new DPW Facility in the amount of \$10,000 and that the Mayor to be authorize to sing the contract on behalf of the City.

**As-Needed Engineering Services:
DPW Concept Plans
December 29, 2023**

ORIGINAL PROPOSAL & AWARD

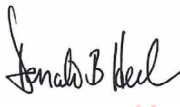
Pursuant to the As Needed Engineering Services Agreement dated March 17, 2022, Wolverine Engineers & Surveyors, Inc. proposes provide professional engineering and architectural services to develop DPW conceptual plans. All work to be invoiced in accordance with the following schedule.

ADDITIONAL SERVICES

Prepare architectural layouts and site development concept plans, including associated revisions, for a new DPW facility for review and approval by the City of St. Johns. Once the concept is settled upon, the City would engage for final design services under a new contract.

Conceptual Architectural Layouts	1 LSUM	@	\$	5,000.00	\$ 5,000.00
Conceptual Site Development Layouts	1 LSUM	@	\$	5,000.00	\$ 5,000.00
					<u>\$ 10,000.00</u>

New Contract Amount: \$ 10,000.00

Signature: 
Printed Name: Donald B. Heck, P.E.

Digitally signed by
Donald B. Heck, PE
Date: 2023.12.29
09:37:12 -05'00'

Title: President
Date: December 29, 2023

WOLVERINE ENGINEERS & SURVEYORS, INC.
312 North Street
Mason, MI 48854
517-676-9200
517-676-9396
donh@wolveng.com

Acceptance: This proposal is accepted by the City of St. Johns.

Signature

Date: _____

Printed Name and Title

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22, 2024

Department: Administration	Attachments:
Subject: DDA/PSD Director Contract Approval	<input checked="" type="checkbox"/> DDA Employment Contract <input type="checkbox"/> <input type="checkbox"/>
Prepared by: Chad A. Gamble, P.E. City Manger	Approved by: Chad A. Gamble, P.E. City Manager

SUMMARY/HIGHLIGHT: One of the City’s roles with respect to the DDA/PSD (DDA) is to offer legal review and commenting on the employment documents and insurance of and for the DDA. In previous years the DDA Director was hired as an independent contractor. After a review of this issue by the City Attorney, it was recommended that a traditional employment contract be used in this particular case in conformance with Act 57 of 2018 (Tax Increment Financing Act). The act states “the board may employ and fix the compensation of a director, *subject to the approval of the governing body of the municipality* (emphasis mine).”

BACKGROUND/DISCUSSION: The DDA Director is not an employee of the City. However, the City does provide insurance and runs the DDA Director paycheck through our accounts payable system. This change would move her to be paid through our payroll system on a monthly basis.

STRATEGIC PLAN OBJECTIVE: Maintaining a strong, vibrant, and activated downtown is directly correlated to the health of the relationship the City has with the DDA, its employees, and volunteers. Continuing to support and partner with the DDA is one of the most important goals of the City.

FISCAL IMPACT: There is no additional fiscal impact to the City other than current contributions that the City makes to the DDA.

RECOMMENDATION: For the Commission to approve the calendar year employment contract for Heather Hanover for the position of DDA/PSD Director.

AGREEMENT TO EMPLOY EXECUTIVE DIRECTOR

1. Date of Agreement. The date of this Agreement is _____, 2024.
2. Effective Date. The effective date of this Agreement shall be January 1, 2024.
3. Parties to the Agreement. The parties to this Agreement are the Principal Shopping District and Downtown Development Authority for the City of St. Johns of 100 E. State St., St. Johns, Michigan 48879 acting through its Board (“PSD/DDA” and “PSD/DDA Board” respectively), the City of St. Johns located at 100 E. State St., St. Johns, Michigan 48879 acting through its City Commission (“City” and “City Commission” respectively), and Heather Hanover of 401 S. Oakland St., St. Johns, Michigan 48879 (“Employee”)(collectively the “parties”).
4. Agreement to Employ. The PSD/DDA Board, with the approval of the City Commission, hereby agrees to employ and the Employee agrees and accepts employment as the Executive Director of the PSD/DDA beginning on the Effective Date, according to the terms and conditions in this Agreement.
5. Term of Agreement. The Term of this Agreement shall commence on the Effective Date, and shall continue through December 31, 2024, whereupon said Agreement shall terminate, unless renewed by mutual written agreement of the parties.
6. Compensation. The PSD/DDA hereby agrees to pay Employee compensation in the amount of \$ 25,000.00 per year, inclusive of any employer taxes required to be paid by the DDA, payable on the same frequency as paid to employees of the City, less any applicable withholdings and taxes required by law. Employee agrees that she shall receive no other compensation from the PSD/DDA or City, whether in the form of money or benefits, except for website maintenance, which is paid to Employee independent of this Agreement but which may be considered compensation for purposes of employment. For purposes of clarity, Employee agrees that, other than compensation, benefits required by law like unemployment insurance and workers’ compensation, and the reimbursement of reasonable costs as stated in this Agreement, she shall not be entitled to any other benefits of any kind or nature that may be offered or earned by any other employee of the PSD/DDA or City, including but not limited to health insurance, life insurance, retirement benefits, or paid time off (including any vacation or sick leave).
7. Termination of Agreement.
 - A. Employee agrees that she is an at-will employee of the PSD/DDA, she serves at the pleasure of the PSD/DDA Board, and that either party may terminate this Agreement for any or no reason at any time.
 - B. Upon the termination of this Agreement, Employee agrees to return to the PSD/DDA or City, all property belonging to either of the foregoing and to immediately discontinue any work.
8. Expectations of Employee. Subject to the approval of the PSD/DDA Board, Employee shall supervise, and be responsible for, the preparation of plans and the performance of the functions

of the PSD/DDA. Employee shall attend the meetings of the PSD/DDA Board, and shall render to the PSD/DDA Board and to the City Commission a regular report covering the activities and financial condition of the PSD/DDA. Further, the parties agree that Employee shall engage in such work and shall be responsible for all work directed to her by the PSD/DDA Board.

9. Office. City shall provide Employee office space in the City offices for her use from time to time. City will also provide a phone number of 989-224-8441x233 as the phone number for the PSD/DDA which Employee is authorized to place upon a business card with her name as the Executive Director of the PSD/DDA, along with her cell phone number and email address.
10. Reimbursement of Reasonable Expenses. PSD/DDA agrees to reimburse Employee for reasonable expenses Employee may incur during the performance of her work pursuant to this Agreement in the discretion of the PSD/DDA Board for things such as mileage, parking costs, attendance at conferences, office supplies and similar reasonable expenses. Expenditure of funds by Employee on behalf of the PSD/DDA shall be limited to budgeted line items which have been previously approved by the PSD/DDA Board and no others without the express approval of the PSD/DDA Board.
11. Non-Exclusive Employment. This Agreement shall not restrict Employee from performing services for other clients or businesses, provided such services for other clients or businesses do not interfere with Employee's work for the PSD/DDA and those services do not conflict with the function of the PSD/DDA.
12. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and any verbal, written, or other agreement of the parties is null and void. Any modifications, alterations, or amendments of this Agreement shall not be valid unless the same has been reduced to writing and signed by all parties to this Agreement.
13. Governing Law. This Agreement is governed according to the laws of the State of Michigan.
14. Effect of Partial Invalidity. The invalidity or unenforceability of any part of this Agreement shall not impair or affect the enforceability or validity of any other provision of this Agreement.
15. Confidentiality. During or after the term of this Agreement, Employee shall not use or disclose to any person or organization, without prior written consent from the PSD/DDA and City, any confidential information relating to the City that Employee may acquire during the performance of work for the PSD/DDA. The PSD/DDA and City shall be entitled to injunctive relief if Employee violates this paragraph, in addition to any other remedy provided by law.
16. Records. Any records or other documents (including copies, summaries, or disks or other medium for electronic storage of information) prepared or acquired by Employee in performing work for the PSD/DDA and City shall belong to the PSD/DDA and City and shall be surrendered to it upon termination of this Agreement.
17. No Assignment and Delegation. Employee may not assign or subcontract any rights or obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on the day, month and year first above written.

**PRINCIPAL SHOPPING DISTRICT AND
DOWNTOWN DEVELOPMENT AUTHORITY**

By: _____
Jason Butler, Chairman of
Principal Shopping District and
Downtown Development Authority

CITY OF ST. JOHNS

By: _____
Scott Dzurka, Mayor

EMPLOYEE

By: _____
Heather Hanover

88044:00001:200105965-1

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22, 2024

Department: Public Services	Attachments:
Subject: Asset Management/Distribution System Inventory Phase II	[X] Spicer Phase II Proposal [] []
Prepared by: Justin Smith, Director of Public Services	Approved by: Chad A. Gamble, P.E., City Manager

SUMMARY/HIGHLIGHT: Spicer Group has successfully completed Phase I of the asset management plan (AMP)/Complete Distribution System Material Inventory (CDSMI) as required by EGLE. This RCA is for the approval of the proposal totaling \$97,900 and detailed in the attached scope of work in order to begin Phase II of the project.

BACKGROUND/DISCUSSION: In 2021 Spicer Group was chosen to complete and submit an updated AMP along with our CDSMI to EGLE via a 3 Phase project. The proposal referenced within this RCA is solely a continuation of the forementioned approved project.

STRATEGIC PLAN OBJECTIVE: A goal within the City Facilities section of the Master plan states; “Goal #1: continue to offer high quality services and facilities for residents”. The continued efforts to place our infrastructure in a geodatabase will permit a higher probability of a more efficient way of rehabilitating and managing one of the City’s most valuable assets.

FISCAL IMPACT: The Water Division has budgeted \$100,000 per year for the next 5 years to complete the AMP and CDSMI along with replacement of any active lead service lines discovered within the project. Phase II of this proposal, \$97,900 falls within the FY 23/24 appropriation.

RECOMMENDATION: Staff recommends the approval of the Phase II proposal from Spicer Group to continue the AMP/CDSMI 3 Phase completion process in the amount of \$97,900. The proposal was reviewed by our attorney and deemed acceptable for the Mayor to sign.

December 7, 2023

Justin Smith
Public Services Director
City of St. Johns
100 East State Street
St. Johns, MI 48879

RE: Drinking Water Asset Management Plan – Phase II
City of St. Johns

Justin,

In response to your request, this is Spicer Group's proposal to provide professional engineering services to you for the Phase II of the Drinking Water Asset Management Plan (Water AMP) and Complete Distribution System Material Inventory (CDSMI) project.

Project Background

In 2018, the City submitted a Water AMP, Water Reliability Study and General Plan to EGLE. In 2020, EGLE provided comments to the City as to corrections and deficiencies that needed to be addressed with the studies and reports. In January of 2021, the City applied to EGLE for the Drinking Water Asset Management (DWAM) Grant. This grant would have provided the monies necessary for the City to address EGLE's deficiencies for the Water AMP, Water Reliability Study and General Plan. In addition, funding from the DWAM would have provided the means for the City to complete EGLE's water service Complete Distribution System Materials Inventory (CDSMI) verification requirements. Unfortunately, the City was not awarded a grant.

Spicer Group is currently under contract with the City for Phase I of the Water Asset Management Project. Phase I included field identification of City assets, GPS survey of said assets, and development of the water distribution system in GIS (Graphic Information System). Additionally, existing water service lead cards, available record drawings, and water department historical data were incorporated into GIS to populate known materials for the CDSMI EGLE requirements. Furthermore, the City's unknown water service material locations were randomized per EGLE requirements for field verification. Field verification is currently being performed by the City's subcontractor Plummer's Environmental Services (PES) and will be completed in the summer of 2024.

At this time, the City is seeking professional engineering services for Phase II of the Water AMP to continue to resolve deficiencies outlined by EGLE. This would include a Reliability Study, General Plan, and EGLE CDSMI requirements. This letter contains Spicer's tasks associated with Phase II of the project. The tasks in Phase II build upon the data obtained in Phase I and generally encompass continued refinement of the City's distribution network in GIS, hydraulic modeling of the distribution network to identify deficiencies which may require attention in capital improvement project planning, Water Reliability Study and General Plan revisions, CDSMI completion and EGLE deliverables, and the inventory, and condition assessment of the City's distribution system assets.

Scope of Professional Services

Spicer Group's scope of professional services for this project follow:

Phase II (FY 2024)

1. Water Distribution System Inventory
 - a. Review entire system drawn in GIS in Phase I with City staff for accuracy. We have estimated ten (10) meetings (2hours each) with City staff for this task.
 - b. Update GIS to reflect City input.
2. Water Service Inventory
 - a. Locate and GPS survey water services not obtained in Phase I.
 - i. Coordination and assistance is needed from City Staff to complete this work.
 - ii. 375 curb boxes that were attempted but not located in Phase I.
 - b. Draw water service lines into GIS for water services not obtained in Phase I (375 services)
 - c. Rectify water service accounts with meters and curb stops in GIS with BS&A data.
3. Complete Distribution System Material Inventory (CDSMI)
 - a. Review and summarize results of the 340 randomized services identified in Phase I
 - i. Plummer's Environmental Services (PES) is completing exterior hydro-excavations. City will verify public and private water service materials.
 - ii. The City will complete interior home inspections for randomized services.
 - b. Populate CDSMI for services not investigated in the randomized verification process
 - i. Utilize randomized services for a statistical approach.
 - ii. Develop other methods of material population with City staff if statistical approach measures do not appear applicable.
 - c. Prepare and Submit EGLE CDSMI Deliverable.
 - i. The current EGLE due date is January 1st, 2025. It is our understanding that the EPA has changed this date to October 16th, 2024 and EGLE will need to minimally follow the Federal requirement.
 - ii. Coordinate with EGLE to determine required deliverables.
4. Fire Hydrant and Distribution Valves Condition Assessment
 - a. Review and summarize hydrant and valve inspections.
 - b. Create a Condition Assessment Matrix for hydrants and valves with Likelihood of Failure, Consequence of Failure and Risk Scores.
 - c. Develop and calculate a Likelihood of failure score for Fire Hydrants and Valves.
 - d. Develop GIS maps that show the likelihood of failure (LoF, consequence of failure (CoF) and Risk scores within the system.

City staff will perform field inspections of all Fire Hydrants and Valves. Spicer Group has provided City staff with digital inspection form which will capture the data and populate it in the City's GIS.
5. Water Reliability Plan Revisions / Updates (Part 12, PA 399)
 - a. Include basic planning data (current population, number of service connections, and determine equivalent residential units.

- b. Create a new hydraulic model, from Phase I GIS data, to evaluate sufficiency of water production and consumption for current conditions as well as for current conditions in the 5-year and 20-year time periods.
 - i. Determine current and projected average daily demand
 - ii. Determine current and projected maximum daily demand
 - iii. Determine current and projected maximum hourly demand
 - iv. Determine current and projected fire flow demand
 - v. Develop the basis of design for the demand projections
 - vi. Determine monthly and annual production totals for each source
 - vii. Determine annual usage totals for water supplied to other public water supplies?
 - c. Flow test specific fire hydrants in the water distribution system for hydraulic model.
 - i. Our proposal costs reflect the testing of twelve (12) hydrants in the system.
 - d. Synchronize GIS and hydraulic model.
 - e. Develop a water-shortage response plan for emergencies
 - f. Determine firm capacity from an approved groundwater supply where firm capacity equals the flow with the largest producing well out of service.
 - g. Review the system to determine the means to provide a continuous supply of finished water to the entire distribution system during periods when the normal power service is interrupted.
 - h. Update GIS to include layers for hydraulic modeling results.
 - i. Summarize and submit study to EGLE on the City's behalf.
6. Water General Plan Revisions / Updates (Part 16, PA 399)
 - a. Provide the general layout of the waterworks system including treatment systems, the distribution system, and the locations of valves, hydrants, storage tanks, pumps, wells, and pumping facilities.
 - i. Based on the information compiled in Phase I of this project, an overall system map will be provided in hard copy format along with an 11"x17" system index map booklet to allow a more detailed view of the system and its components.
 - b. Summarize and submit to EGLE on the City's behalf
7. GIS Training
 - a. Provide City staff with training sessions on both in office and field uses of the ArcGIS platform. Assumes four (4) meetings with two (2) hours per meeting.
8. Quality Assurance
 - a. Spicer internal quality control for the project to ensure tasks are being completed to State and company standards.

Work by the City

Material verification for the randomized water service inspections. This includes exterior verification of the water service materials PES is currently hydro-excavating and performing all interior inspections.

Field inspection of valves and fire hydrants in the system.

Assist Spicer with fire hydrant flow testing in the field and monitoring plant during testing operations.

Additional Services

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

Subconsultants

We do not anticipate subcontracting any portion of Phase II work.

Fee Schedule

Our proposed fee schedule follows. We will submit monthly invoices to you for our professional services, any additional authorized services, and any reimbursable expenses.

Phase II (2023)

- | | |
|--|----------------|
| 1. Water Distribution System Inventory: | |
| ➤ Standard hourly rates with the total amount not to exceed | \$7,100 |
| 2. Water Service Inventory: | |
| ➤ Standard hourly rates with the total amount not to exceed | \$8,300 |
| 3. Complete Distribution System Material Inventory (CDSMI) | |
| ➤ Standard hourly rates with the total amount not to exceed | \$17,300 |
| 4. Fire Hydrant and Distribution Valves Condition Assessment: | |
| ➤ Standard hourly rates with the total amount not to exceed | \$11,600 |
| 5. Water Reliability Plan Revisions / Updates (Part 12, PA 399): | |
| ➤ Standard hourly rates with the total amount not to exceed | \$43,300 |
| 6. Water General Plan Revisions / Updates (Part 16, PA 399): | |
| ➤ Standard hourly rates with the total amount not to exceed | \$2,700 |
| 7. GIS Training: | |
| ➤ Standard hourly rates with the total amount not to exceed | \$2,300 |
| 8. Quality Assurance: | |
| ➤ Standard hourly rates with the total amount not to exceed | <u>\$5,300</u> |

Total: \$97,900

We have calculated these fees based on our understanding of what you want us to do and what you have told us.

Attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both of us.

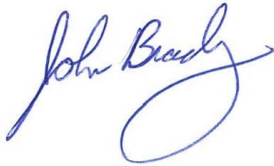
If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us. Upon receipt, we will start the project promptly.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Phil Westmoreland, P.E.
Principal



John W. Bradley,
Project Manager
SPICER GROUP, INC.
1400 Zeeb Drive
St. Johns, MI 48879
Cell: (517) 719-5503
E-mail: johnbradley@spicergroup.com

Above proposal accepted and approved
by Owner.

CITY OF ST. JOHNS

By: _____
Authorized Signature

Date: _____

cc: SGI File 135318SG2023
Accounting

GENERAL CONDITIONS ATTACHED TO LETTER AGREEMENT ("AGREEMENT")

SECTION 1

1.1 **Preamble.** This AGREEMENT is based upon a mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, the OWNER (defined below) and the PROFESSIONAL (defined below), with a positive commitment to honesty and integrity, agree to the following:

That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfill its obligations; and that each will cooperate in the common endeavor of the AGREEMENT.

1.2 **Covenant not to Hire.** OWNER agrees that during the term of this AGREEMENT and for a period of one (1) year thereafter that it will not hire for its own employment any person employed by the PROFESSIONAL in the performance of this AGREEMENT.

1.3 **Standard of Care.** Service performed by PROFESSIONAL under this AGREEMENT will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this AGREEMENT, or in any report, opinion, document or otherwise.

1.4 **Defects in Service.** OWNER and OWNER's personnel, contractors and subcontractors shall upon discovery promptly report to PROFESSIONAL any defects or suspected defects in PROFESSIONAL's work, in order that PROFESSIONAL may take prompt, effective measures which in PROFESSIONAL's opinion will minimize the consequences of a defect in service. PROFESSIONAL shall not be responsible for additional costs due to any tardiness in reporting defects in service.

1.5 **Reimbursable Expenses** means the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the Project, such as expenses for; transportation and subsistence incidental thereto; obtaining bids or proposals from Contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and courier services; reproduction of reports, drawings, specifications, bidding documents, and similar project-related items; and, if authorized in advance by OWNER, overtime work requiring higher than regular rates.

1.6 **Standard Hourly Rates** used as a basis for payment mean those rates in effect at the time that the work is performed, for all PROFESSIONAL's personnel engaged directly on the Project, including, but not limited to, architects, engineers, surveyors, designers, planners, drafters, specification writers, estimators, other technical and business personnel. Standard Hourly Rates include salaries and wages, direct and indirect payroll costs and fringe benefits. The Standard Hourly Rates of personnel of PROFESSIONAL will be adjusted periodically to reflect changes in personnel and in PROFESSIONAL's overall compensation procedures and practices.

1.7 **Limitation of Liability.** To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the PROFESSIONAL and the PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the OWNER and anyone claiming by or through the OWNER, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the PROFESSIONAL under this Agreement, or the total amount of \$100,000.00, whichever is greater. It is intended that this limitation apply to all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

1.8 **Indemnification.** The PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement.

The OWNER agrees, to the fullest extent permitted by law, and without waiving governmental immunity, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants (collectively, PROFESSIONAL) against all damages, liabilities or costs, to the extent caused by the OWNER's negligent acts in connection with the Project.

Neither the OWNER nor the PROFESSIONAL shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

1.9 **Severability.** Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

1.10 **Survival.** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

1.11 **Betterment.** If, due to the PROFESSIONAL's negligence, a required item or component of the Project is omitted from the PROFESSIONAL's construction documents, the PROFESSIONAL shall be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

1.12 **Mediation.** In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the OWNER and the PROFESSIONAL agree that all disputes between them arising out of or relating to the Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree in writing otherwise.

1.13 **Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the PROFESSIONAL are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the PROFESSIONAL may call for renegotiation of appropriate portions of this Agreement. The PROFESSIONAL shall notify the OWNER in writing of the changed conditions necessitating renegotiation, and the PROFESSIONAL and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions.

1.14 **Hazardous Materials.** Both parties acknowledge that the PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event the PROFESSIONAL or any other party encounters any hazardous or toxic materials, or should it become known to the PROFESSIONAL that such materials may be present on or about the job site or any adjacent areas that may affect the performance of the PROFESSIONAL's services, the PROFESSIONAL may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate PROFESSIONAL's or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the job site is in full compliance with all applicable laws and regulations.

SECTION 2

2.1 **Assignment.** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the PROFESSIONAL shall not be considered an assignment for purposes of this Agreement.

2.2 **Governing Law & Jurisdiction.** The OWNER and the PROFESSIONAL agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Michigan.

2.3 **Billing and Payment Terms.** *Payment Due:* Invoices shall be submitted by the PROFESSIONAL (monthly) are due within (30) days of receipt by the OWNER. Invoices shall be considered past due if not paid within thirty (30) calendar days of the due date. *Interest:* If payment in full is not received by the PROFESSIONAL within thirty (30) calendar days of the due date, invoices shall bear interest at one-and one-half (1.5) percent of the past due amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

2.4 **Suspension of Services.** If the OWNER fails to make payments when due or otherwise is in breach of this Agreement, the PROFESSIONAL may suspend performance of service upon ten (10) calendar days' written notice to the OWNER. The PROFESSIONAL shall have no liability whatsoever to the OWNER for any costs or damages as a result of such suspension caused by any breach of this Agreement by the OWNER. Upon payment in full by the OWNER the PROFESSIONAL shall resume services under this Agreement, and the time scheduled and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expenses necessary for the PROFESSIONAL to resume performance. *Termination of Services:* If the OWNER fails to make payment to the PROFESSIONAL in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by the PROFESSIONAL. *Set-off, Backcharges, Discounts:* Payment of invoices shall not be subject to any discounts or set-off's by the OWNER unless agreed to in writing by the PROFESSIONAL. Payment to the PROFESSIONAL for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

2.5 **Collection of Costs.** In the event legal action becomes necessary to enforce the payment terms of this Agreement, the PROFESSIONAL shall be entitled to collect from the OWNER any judgement or settlement sums due, plus other expenses incurred by the PROFESSIONAL in connection therewith and, in addition, the reasonable value of the PROFESSIONAL's time and expenses spent in connection with such collection action, computed according to the PROFESSIONAL's prevailing fee schedule and expense policies.

2.6 **Delays.** The OWNER agrees that the PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond the PROFESSIONAL's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by the OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substances or differing site conditions. If the PROFESSIONAL suffers a force majeure event, the PROFESSIONAL shall give prompt written notice to the OWNER, but no later than five (5) days after the discovery of the event. The PROFESSIONAL shall use diligent efforts to end the failure or delay and to mitigate the effects for the force majeure event.

If the delays resulting from any such causes increase the cost or time required by the PROFESSIONAL to perform its services in an orderly and efficient manner, the PROFESSIONAL shall be entitled to an equitable adjustment in schedule and/or compensation provided such adjustment is mutually agreed to in writing by and between the parties

2.7 Delivery and Use of Electronic Files. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the PROFESSIONAL, the OWNER agrees that all such electronic files are instruments of service of the PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The OWNER agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The OWNER agrees not to transfer these electronic files to others without the prior written consent of the PROFESSIONAL. The OWNER further agrees to waive all claims against the PROFESSIONAL resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the PROFESSIONAL unless caused by the PROFESSIONAL's negligent performance of professional services under this Agreement.

The OWNER and the PROFESSIONAL agree that any electronic files furnished by either party shall conform to the original specifications. Any changes to the original electronic specifications by either the OWNER or the PROFESSIONAL are subject to review and acceptance by the other party. Additional services by the PROFESSIONAL made necessary by changes to the electronic file specifications shall be compensated for as Additional Services.

Electronic files furnished by either party shall be subject to an acceptance period of fourteen (14) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

The OWNER is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by the PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, the OWNER agrees, to the fullest extent permitted by law, and without waiving governmental immunity, to indemnify and hold harmless the PROFESSIONAL against all damages, liabilities or costs, arising from any changes made by anyone other than the PROFESSIONAL or from any reuse of the electronic files without the prior written consent of the PROFESSIONAL.

Under no circumstances shall delivery of electronic files for use by the OWNER be deemed a sale by the PROFESSIONAL, and the PROFESSIONAL makes no warranties, either expressed or implied, or merchantability and fitness for any particular purpose. In no event shall the PROFESSIONAL be liable for indirect or consequential damages as a result of the OWNER's use or reuse of the electronic files.

2.8 Opinions of Probable Construction Costs. In providing opinions of probable construction cost, the OWNER understands that the PROFESSIONAL has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the PROFESSIONAL's opinions of probable construction costs are made on the basis of the PROFESSIONAL's judgement and experience. The PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the PROFESSIONAL's opinion of probable construction costs.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22, 2024

Department: Water/Sewer	Attachments:
Subject: <i>Water/Sewer Rate Study</i>	<input checked="" type="checkbox"/> Engagement Letter with Baker Tilly <input type="checkbox"/> <input type="checkbox"/>
Prepared by: Kristina Kinde, Deputy City Manager Treasurer	Approved by: Chad A. Gamble, P.E., City Manager

SUMMARY/HIGHLIGHT: For the past few years, the City of St. Johns has completed an annual Water/Sewer Rate Study with the assistance of Baker Tilly. The rate study is a helpful tool in determining the future rate increases necessary to fund operations. Since Baker Tilly has performed this study for us in the prior years, we are able to utilize the historical data they already have on file to reduce the cost of this analysis. The engagement letter presented is a two-year engagement for a total of \$13,500. Due to the prior year rates studies being performed with Baker Tilly, it is a recommendation of staff for City Commission to approve Baker Tilly as a sole source vendor for this project and therefore no additional bids were obtained. The engagement letter has been reviewed by the City Attorney.

BACKGROUND/DISCUSSION: This rate study has been completed for the prior three years and has been a vital tool in determining water and sewer rates for the budget process. With the completion of our 2022/2023 audit, we are now ready to update this study.

STRATEGIC PLAN OBJECTIVE: Although a rate study itself is not a strategic plan objective, it is a necessary tool to determine what rates are needed to complete multiple other strategic plans objectives.

FISCAL IMPACT: This study is a budgeted item in our Water Sewer Fund.

RECOMMENDATION: Staff recommends the City Commission approve the engagement letter with Baker Tilly for a two-year water/sewer rate study for a total of \$13,500, allowing Baker Tilly to be a sole source vendor for this study and authorizing the City Manager to sign the engagement letter.

January 8, 2024

City of St. Johns
100 E. State Street
St. Johns, MI 48879

RE: Engagement Letter Agreement Related to Services

This letter agreement (the "Engagement Letter") is to confirm our understanding of the basis upon which Baker Tilly US, LLP ("Baker Tilly") and its affiliates are being engaged by the City of St. Johns (the "Client") to assist the Client with advisory services.

Scope, Objectives and Approach

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge, or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

Ownership of Intellectual Property

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's

Knowledge. For purposes of this Agreement “Baker Tilly’s Knowledge” means Baker Tilly’s proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices (“Baker Tilly’s Preexisting Knowledge”) (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly’s Preexisting Knowledge which do not include or incorporate Client’s confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

The supporting documentation for this engagement, including, but not limited to work papers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to required third parties, the Client hereby authorizes us to do so.

Timing and Fees

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Professional fees provided according to the Scope Appendix are due within 30 days of being invoiced, regardless of project status. If necessary, monthly payment plan arrangements may be negotiated upon request.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly’s reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

Dispute Resolution

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder,

including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Limitation on Damages

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary, or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices as even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort, or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Other Matters

E-Verify Program

Baker Tilly participates in the E-Verify program. For the purpose of this paragraph, the E-Verify program means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Baker Tilly does not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. 1324a(h)(3).

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the 'written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

Termination

Both the Client and Baker Tilly have the right to terminate this Engagement Letter, or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

Important Disclosures

Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Sincerely,



Andy Campbell, CPA, Director

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

Attachment A

Important Disclosures

Non-Exclusive Services

Client acknowledges and agrees that Baker Tilly, including but not limited to Baker Tilly US, LLP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Investment Services, LLC, is free to render municipal advisory and other services to the Client or others and that Baker Tilly does not make its services available exclusively to the Client.

Affiliated Entities

Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Investment Services, LLC ("BTIS"), a division of Baker Tilly Wealth Management, LLC, is registered as an investment adviser with the Securities and Exchange Commission ("SEC") under the Federal Investment Advisers Act of 1940, may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTIS, but the Client shall be under no obligation to retain BTIS or to otherwise utilize BTIS relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains BTIS's services and adherence to Baker Tilly's fiduciary duty and/or fair dealing obligations to the Client.

Baker Tilly Capital, LLC ("BTC") is a limited-service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Client by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors ("BTMA") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). As such, BTMA may provide certain specific municipal advisory services to the Client. BTMA is neither a placement agent to the Client nor a broker/dealer. The offer and sale of any Bonds is made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client acknowledges that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the sale thereof.

Baker Tilly, may provide services to the Client in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee. Certain executives of the Client may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its subsidiaries. Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Client shall be under no obligation to retain Baker Tilly or a subsidiary or to otherwise utilize either relative to the Client's activities.

Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

Legal or Disciplinary Disclosure. BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Contingent Fee. The fees to be paid by the Client to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Hourly Fee Arrangements. Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Client do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Client whether or not the financing transaction closes.

Fixed Fee Arrangements. The fees to be paid by the Client to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by Client and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Client requiring BTMA to put the interests of the Client ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provide to the Client in writing at that time.

RE: Municipal Advisory Services

DATE: January 8, 2024

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between the City of St. Johns (the "Client") and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

SCOPE OF WORK

Baker Tilly Municipal Advisors ("BTMA") agrees to furnish and perform the following services for the Client.

A. Rate Study

1. Review historical operating expenses using audit and budget information.
 - Three years audits and budgets.
 - Current and proposed (if available) budget.
2. "Test Year" is developed that reflects a baseline operating cost.
 - Based on current budget with leveling for base operating cost.
 - Determination of anticipated changes to operating cost.
 - Inflation factors by budget line item.
3. The customer base is reviewed, including the number of billable customers and volumetric sales.
 - The accuracy of this data is verified by applying it to the current rate structure and compared to current audit and budget revenue.
 - Other operating and non-operating revenues evaluated.
4. Assumptions are made regarding the customer base through the estimated period.
 - Prediction of customer and volume counts (may include more than one scenario).
 - Trending in system utilization, particularly for industry.
5. Estimated operating cost.
 - Anticipated inflation by expense category.
 - Determination of any additions or reductions based on changing operations.
6. Existing debt.
 - Existing annual debt service by debt issue.
 - Debt is separated by revenue support, in particular, debt that is paid from rates.
 - Refinancing and/or restructuring possibilities are explored.
7. Capital improvement planning will identify the estimated asset investment cost by year for a selected forecast period of time.
 - The annual investment cost is evaluated and scenarios developed for cash funding and debt financing.
 - Funding asset investment from cash balances is weighed against potential efficiency of grouping certain cost together for purposes of debt financing.
 - Financing options are considered including State and Federal agency funding sources as well as open market bonds. Open market options will be affected by the size of the borrowing as well as other aspects such as credit and security.

8. Fund balance analysis.
 - Actual cash and investments are analyzed including restricted assets.
 - A fund balance policy is developed that identifies a targeted upper limit as well as a minimum balance as appropriate for the particular system. These balances encompass legal commitments and good business practices.
 - The policy includes flexibility for temporary reductions below the minimum balance based on a plan to attain the level within a given period.
 - Separate capital improvement funds are considered. If utilized, policy is developed as to whether they are to be restricted, and if so, whether by resolution or ordinance.
9. Rate management may be accomplished with more than one approach as to rate structuring and rate adjustment timing.
 - The elements of a rate structure, including the proportion of revenue generated from ready to serve and commodity charge are determined by policy decision, and other customer base characteristics.
 - Rate adjustment over time may be incremental or one time in nature.

B. Meetings and Reports

1. Attend a meeting with officials of the Client to discuss findings and recommendations.
2. Furnish a financial report summarizing the results of BTMA's studies for submission to the Client.
3. Provide financial information including a new schedule of rates and charges, if required, to the Client's attorneys for the preparation of resolutions and ordinances as may be required.
4. Attend a public hearing to be conducted by the Client to present accounting information relating to the proposed rates and charges, if a rate change is necessary.

BMTA will provide the scope of service above for a Water & Sewer Rate Study. The fee for this service will be not-to-exceed \$13,500. The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Client.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

Notwithstanding termination provisions contained in the Engagement Letter, this Scope Appendix is intended to be ongoing and applicable individually to specific services including financings, arbitrage computations, and/or continuing disclosure engagement, ("Sub-engagements") as if they are the sole subject of the Scope Appendix. As such, termination may occur for a specific Sub-engagement without terminating the Scope Appendix itself. On termination of a Sub-engagement or the Scope Appendix, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the

**SCOPE APPENDIX to
Engagement Letter dated: January 8, 2024
Between City of St. Johns and
Baker Tilly US, LLP**

Client and Baker Tilly, the scope of services provided in a Sub-engagement performed under this Scope Appendix will terminate 60 days after completion of the services for such Sub-engagement.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,



Andy Campbell, CPA, Director

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22, 2024

Department: Public Works	Attachments:
Subject: Replacement of two door on the west entrance of the Depot.	<input checked="" type="checkbox"/> Rotary Glass LLC. <input checked="" type="checkbox"/> RSI Home Improvement
Prepared by: Jeremy Ritter	Approved by: City Manager, Chad A. Gamble, P.E.

SUMMARY/HIGHLIGHT: The replacement of two entrance doors to the west entrance of the depot. The existing west entrance doors to the depot are rotting apart and are posing a safety concern for the security of the depot building. Three quotes were solicited for this project. Rotary Glass LLC. (\$10,866.56) RSI Home Improvement (\$14,777.39) and Goodrich Brother (no bid).

BACKGROUND/DISCUSSION: N/A

STRATEGIC PLAN OBJECTIVE: Parks and Recreation Goal #1: Acquire, develop, maintain and preserve sufficient open space and recreation facilities. a. Maintain and enhance existing recreational resources.

FISCAL IMPACT: This project was an approve budgeted item in the 2023-24 fiscal year under budget line number: 101-441-931.003 for \$10,000 and can be completed for a minimal budget adjustment.

RECOMMENDATION: Staff recommend the City Commission approve Rotary Glass LLC. Quote of \$10,866.56 for the replacement of the two west entrance doors to the depot.

ROTARY GLASS, LLC
PO Box 193, 901 N. US 27
ST. JOHNS, MI 48879
(989) 224-2900 / Fax (989) 224-2016

Fed. ID# 832818915

CITY OF ST JOHNS
P.O. BOX 477
100 E STATE ST.
ST JOHNS, MI 48879

Quote #	Q SB0026912	Date	08/29/2023
Cust. #	2248944	Price Cat	1
P.O. #		Sold By	20
		Inst'l By	

Bus: 989-224-8944

Qty	Part	Thickness	Description	List	Price	Total
TRAIN DEPOT DOOR REPLACEMENT (1) PAIR OF DOUBLE DOORS CUSTOM SIZED, INS GLASS WITH GRIDS, BUTT HINGES, STANDARD PULLS, SWEEP, LOCK, REUSE ORIGINAL PUSH BAR HARDWARE EXTRA WIDE THRESHOLD						
1	MISC	1	MATERIALS, PARTS, GLASS	8981.56	8981.56	8981.56
1	MISC	1	HARDWARE	85.00	85.00	85.00
1	LABOR		Labor Charge	1800.00	1800.00	1800.00
SPECIAL INSTRUCTIONS					Subtotal	9066.56
All material sold on this invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All merchandise returned for credit, refund or exchange must be in resaleable condition, authorized for return, accompanied by this receipt, and may be subject to restocking fee. No returns will be authorized for special orders or cut flat glass.					Labor	1800.00
					Tax	0.00
					Total	10866.56
Terms of payment are 0 days from Invoice date. A service charge of 1.500% per month (18.000% annum) will be added to past due accounts.					Balance	10866.56
RECEIVED BY:						
8/29/23 8:51am by ADMIN Updated 8/29/23 8:51am by ADMIN						

Jeremy Ritter

From: mattk@rsiwaynedoor.com
Sent: Friday, November 10, 2023 9:02 AM
To: Jeremy Ritter
Cc: mattk@rsiwaynedoor.com; DerekS@rsiwaynedoor.com
Subject: Door Replacement Options - The Depot- City of St Johns
Attachments: The Depot City of St Johns - Exterior Doors.pdf; Sahr Quote.pdf; SLP2923101715070.pdf

Top of the Friday Jeremy

So I finally got some pricing from two different companies for the replacement of your double Door and good lord they are expensive

See the attached (1st attachment) Which covers our labor and misc framing repairs materials

\$14777.39- (2nd attachment) Doors and Hardware – Ceco door

\$16019.29 – (3rd attachment) pricing below NOT included in estimate- Jen Weld door

If you decide to move forward with this project and make a door selection we will have to dial in to spec which this should be close but could add some cost

Thank you,



Matt Kiter
Restoration Project Manager
RSI Home Improvement & Wayne Door of St. Johns
IICRC Certification # 75394
610 E Gibbs St, St Johns, MI, 48879
www.rsiwaynedoor.com
Mattk@rsiwaynedoor.com
C- 517-202-5767 O- 989-224-3691



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Watch on YouTube

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
January 22, 2024

Department: Administration	Attachments:
Subject: <i>Mid-Year Budget adjustments</i>	<input checked="" type="checkbox"/> Quarterly Budget Amendment Report <input checked="" type="checkbox"/> Budget Amendment Detail Report <input type="checkbox"/>
Prepared by: Kristina Kinde, Deputy City Manager Treasurer	Approved by: Chad A. Gamble, P.E., City Manager

SUMMARY/HIGHLIGHT: As a part of our 6 month financial analysis, we re-evaluate all accounts and all mid-year budget adjustments that need to be made or were made throughout the first 6 months. Included in these adjustments are PO adjustments for expenses that were budgeted in the prior year, but the project or purchase was not completed prior to year-end and carried forward to the 2023/24 fiscal year (these start with #'s 000). Many of the other adjustments entail a shifting of expenses from one line to another in order to properly account for the nature of the expense. Also, there are adjustments for projects that were approved throughout the year.

BACKGROUND/DISCUSSION: Below are some highlights of the adjustments greater than \$15,000 and not a part of the two previously mentioned categories:

- Decrease in revenue and expenditure for the elimination of the basketball/tennis/pickleball courts due to no grant funding received.
- Increase in Local Community Stabilization revenue due to a larger amount received in October than budgeted.
- Increase in the police legal budget due to more costs associated with more prosecution costs than originally budgeted.
- Increase in revenue and expense for police department Axon body camera grant received.
- Increase in revenue and expense for fire department equipment and grain bin rescue system grants received.
- Decrease in property tax revenue for the DDA due to a tax tribunal case.
- Increase in water/sewer revenues due to more received than budgeted.
- Increase to parking lot repair lineage for park lot signs from the new parking plan.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: The attachment shows the net of revenues vs. expenditures for each fund.

RECOMMENDATION: Staff recommends the City Commission approve all mid-year budget adjustments attached.

User: KKinDE

Year Ended 06/30/2024

DB: City Of St Johns

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-000-404.000	CURRENT PROPERTY TAX	2,464,974	0	0	0	0	2,464,974	2,392,205	97.05
101-000-404.001	ACT 359	49,978	0	0	0	0	49,978	48,425	96.89
101-000-405.000	DELINQUENT PROPERTY TAX	0	0	1,900	0	0	1,900	1,912	100.63
101-000-434.000	TRAILER PARK TAX	500	0	0	0	0	500	229	45.80
101-000-445.000	INTEREST-PENALTY/DELINQ TAX	15,000	0	0	0	0	15,000	11,667	77.78
101-000-448.000	COLLECTION FEE	110,000	0	0	0	0	110,000	74,682	67.89
101-000-477.000	FRANCHISE FEE	92,000	0	0	0	0	92,000	21,503	23.37
101-000-478.000	CITY LICENSES AND PERMITS	12,000	0	0	0	0	12,000	2,690	22.42
101-000-494.000	PARKING PERMITS	15,000	0	0	0	0	15,000	7,125	47.50
101-000-528.000	OTHER FEDERAL GRANTS	559,000	0	(250,000)	0	0	309,000	(26,620)	(8.61)
101-000-540.000	STATE GRANTS	270,000	10,000	(228,000)	0	0	52,000	7,401	14.23
101-000-555.000	MID-STATE HEALTH NTKW GRANT	0	0	6,863	0	0	6,863	6,863	100.00
101-000-566.000	ARTS & CULTURE GRANT	0	0	880	0	0	880	880	100.00
101-000-569.000	ACT 302 FUNDS-STATE OF MICH	1,300	0	600	0	0	1,900	1,900	99.98
101-000-573.000	Local Community Stabilization	70,000	0	30,000	0	0	100,000	74,057	74.06
101-000-574.000	STATE REVENUE SHAR SALES TAX	0	0	398	0	0	398	796	200.00
101-000-574.001	CONSTITUTIONAL	838,759	0	0	0	0	838,759	304,871	36.35
101-000-574.002	STATUTORY	130,367	0	0	0	0	130,367	41,470	31.81
101-000-574.003	STATE REVENUE SHAR LIQ LIC	6,000	0	0	0	0	6,000	4,669	77.82
101-000-574.004	METRO ACT REVENUE	30,000	0	0	0	0	30,000	0	0.00
101-000-626.002	ADM CHARGES/WATER-SEWER FUND	566,906	0	0	0	0	566,906	283,453	50.00
101-000-626.005	ADMIN CHARGES-MOBILE EQUIP	67,373	0	0	0	0	67,373	33,687	50.00
101-000-626.006	ADMIN CHARGES-GARBAGE	62,162	0	0	0	0	62,162	31,081	50.00
101-000-626.007	ADMIN CHARGES-LDFA	949	0	0	0	0	949	475	50.00
101-000-626.008	ADMIN CHARGES - PSD	4,600	0	0	0	0	4,600	2,300	50.00
101-000-626.009	ADMIN CHARGES-MAJOR STREET	60,924	0	0	0	0	60,924	30,462	50.00
101-000-626.010	ADMIN CHARGES-LOCAL STREET	100,273	0	0	0	0	100,273	50,137	50.00
101-000-626.011	ADMIN CHARGES-DDA	3,203	0	0	0	0	3,203	882	27.52
101-000-627.000	RENTAL INSPECTION FEES	39,725	0	0	0	0	39,725	4,775	12.02
101-000-632.000	RURAL FIRE SERVICE	105,000	0	0	0	0	105,000	29,459	28.06
101-000-632.001	CITY FIRE SERVICE	7,000	0	6,200	0	0	13,200	13,778	104.38
101-000-653.000	RECREATION RECEIPTS	37,200	0	0	0	0	37,200	12,005	32.27
101-000-656.000	PARKING VIOLATIONS	2,000	0	0	0	0	2,000	2,045	102.25
101-000-657.000	CIVIL INFRACTION FINES	0	0	0	0	0	0	2,150	0.00
101-000-665.000	INTEREST EARNED/INVESTMENTS	5,000	0	0	0	0	5,000	7,139	142.78
101-000-667.002	PARK HOUSE RENTAL	0	0	0	0	0	0	50	0.00
101-000-667.006	FELL FARM LAND RENT	4,381	0	0	0	0	4,381	4,381	100.00
101-000-667.008	FACILITIES RENTAL	15,700	0	0	0	0	15,700	8,898	56.67
101-000-673.002	SALE OF GFA	30,000	0	0	0	0	30,000	0	0.00
101-000-674.000	CONTRIBUTIONS REVENUE-POLICE	1,000	0	0	0	0	1,000	350	35.00
101-000-674.008	DESIGNATED CONTRIBUTIONS - POI	2,000	0	1,900	0	0	3,900	3,900	100.00
101-000-674.009	CONTRIBUTIONS REVENUE-FIRE	3,000	0	0	0	0	3,000	0	0.00
101-000-676.000	REIMBURSEMENTS	1,000	0	8,437	0	0	9,437	9,437	100.00
101-000-676.002	INSURANCE REIMBURSEMENT	45,000	8,768	0	0	0	53,768	33,840	62.94
101-000-677.000	MISCELLANEOUS REVENUE	10,000	0	0	0	0	10,000	7,153	71.53
101-000-678.002	MISC REVENUE-RECREATION-SCHOOL	0	0	0	0	0	0	275	0.00
101-000-678.003	RECREATION GIFT CERTIFICATES	3,000	0	0	0	0	3,000	2,225	74.18
101-000-687.000	DISTRICT COURT REFUNDS	15,000	0	0	0	0	15,000	4,072	27.15
101-000-699.034	USE OF FUND BALANCE	200,000	0	0	0	0	200,000	0	0.00
TOTAL Revenues		6,057,274	18,768	(420,822)	0	0	5,655,220	3,555,134	62.86
101-101-702.000	SALARIES AND WAGES	102,639	0	0	0	0	102,639	55,686	54.25
101-101-702.089	CITY COMMISSION	15,050	0	0	0	0	15,050	6,275	41.69
101-101-712.000	FRINGE BENEFITS	22,248	0	0	0	0	22,248	10,503	47.21

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Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-101-713.001	EMPLOYER SOCIAL SECURITY	7,534	0	0	0	0	7,534	3,986	52.91
101-101-713.002	MEDICARE/EMPLOYER PORTION	1,762	0	0	0	0	1,762	932	52.91
101-101-714.002	PENSION -DEFINED BENEFIT	66,174	0	0	0	0	66,174	33,105	50.03
101-101-722.000	SICK LEAVE	3,825	0	0	0	0	3,825	3,825	99.99
101-101-806.000	TAX APPEALS	2,500	0	5,000	0	0	7,500	5,515	73.53
101-101-826.086	AUDIT FEES	27,750	0	0	0	0	27,750	24,500	88.29
101-101-826.087	ATTORNEY FEES	80,000	0	0	0	0	80,000	48,008	60.01
101-101-870.091	CITY CLERK	100	0	0	0	0	100	32	31.70
101-101-900.001	COMMISSION PROCEEDINGS	600	0	0	0	0	600	99	16.56
101-101-900.002	NOTICE OF HEARINGS	1,000	0	0	0	0	1,000	275	27.53
101-101-900.003	ORDINANCE PRINTING	2,500	0	0	0	0	2,500	914	36.54
101-101-900.004	OTHER	0	0	50	0	0	50	15	30.32
101-101-900.006	CODIFICATION/CITY ORDINANCE	3,000	0	0	0	0	3,000	372	12.39
101-101-901.000	PRINT AND PUBLISHING	1,000	0	0	0	0	1,000	405	40.49
101-101-956.000	MISCELLANEOUS	3,750	0	1,500	0	0	5,250	4,946	94.21
101-101-956.001	CHAMBER OF COMMERCE DUES	0	0	475	0	0	475	475	100.00
101-101-956.002	MUNICIPAL LEAGUE DUES	4,600	0	200	0	0	4,800	4,779	99.56
101-101-956.005	CLERK/BLDG INSPECTOR DUES	250	0	10	0	0	260	260	100.00
101-101-956.007	PA 425/TAX ALLOCATION TO TWP	3,000	0	0	0	0	3,000	0	0.00
101-101-956.015	RECORDS MANAGEMENT	1,000	0	0	0	0	1,000	0	0.00
101-101-960.000	EDUCATION AND TRAINING	2,600	0	0	0	0	2,600	1,063	40.88
101-101-961.003	OTHER ASSOCIATION DUES/MAPS	275	0	450	0	0	725	695	95.86
101-101-962.000	COMMUNITY DEVELOPMENT	140,720	7,928	0	0	0	148,648	92,878	62.48
101-101-963.000	ZONING APPEALS BOARD	0	0	200	0	0	200	183	91.63
101-101-963.001	ELECTIONS	10,000	0	0	0	0	10,000	543	5.43
101-101-987.000	VOTING MACHINES AND SUPPLIES	6,000	0	0	0	0	6,000	4,525	75.41
101-172-702.000	SALARIES AND WAGES	490,974	0	0	0	0	490,974	264,474	53.87
101-172-712.000	FRINGE BENEFITS	115,659	0	0	0	0	115,659	53,524	46.28
101-172-713.001	EMPLOYER SOCIAL SECURITY	31,209	0	0	0	0	31,209	16,561	53.07
101-172-713.002	MEDICARE/EMPLOYER PORTION	7,299	0	0	0	0	7,299	3,873	53.07
101-172-714.002	PENSION -DEFINED BENEFIT	147,716	0	0	0	0	147,716	67,752	45.87
101-172-714.003	PENSION-DEFINED CONTRIBUTION	48,700	0	0	0	0	48,700	26,189	53.78
101-172-714.004	PENSION DEFINED BENEFIT-CM	10,512	0	0	0	0	10,512	5,256	50.00
101-172-715.003	INSURANCE PACKAGE	112,000	0	0	0	0	112,000	105,281	94.00
101-172-716.000	UNEMPLOYMENT COMP INSURANCE	250	0	0	0	0	250	25	9.84
101-172-722.000	SICK LEAVE	12,404	0	(4,400)	0	0	8,004	7,927	99.04
101-172-729.000	POSTAGE	9,000	0	0	0	0	9,000	5,384	59.82
101-172-730.000	OFFICE SUPPLIES/ADM	8,000	0	0	0	0	8,000	5,170	64.63
101-172-768.000	UNIFORMS	0	0	500	0	0	500	153	30.61
101-172-814.002	WEBSITE	3,000	0	500	0	0	3,500	3,475	99.29
101-172-814.003	HARDWARE MAINTENANCE	22,000	0	14,000	0	0	36,000	34,123	94.79
101-172-814.004	SOFTWARE MAINTENANCE	23,500	0	0	0	0	23,500	5,641	24.00
101-172-814.005	COMPUTER SUPPLIES	4,000	5,222	2,500	0	0	11,722	10,772	91.90
101-172-818.000	CONTRACTUAL SERVICES	2,000	1,200	0	0	0	3,200	3,759	117.47
101-172-853.004	MONTHLY & LONG DISTANCE SERV	1,200	0	5,000	0	0	6,200	5,696	91.87
101-172-870.000	MILEAGE	300	0	0	0	0	300	96	31.88
101-172-870.092	ASSESSOR / MILEAGE	300	0	1,000	0	0	1,300	600	46.15
101-172-934.001	COPY MACHINE MAINTENANCE	1,500	0	0	0	0	1,500	828	55.17
101-172-940.001	POSTAGE METER	750	0	0	0	0	750	364	48.50
101-172-940.003	POST OFFICE BOX	325	0	0	0	0	325	348	107.08
101-172-956.000	MISCELLANEOUS	2,000	0	0	0	0	2,000	443	22.13
101-172-957.000	BOOKS/PERIODICALS/RENTAL/ETC	100	0	0	0	0	100	43	42.58
101-172-960.000	EDUCATION AND TRAINING	500	0	0	0	0	500	191	38.24
101-172-961.000	PROFESSIONAL DUES	1,000	0	0	0	0	1,000	495	49.50
101-172-961.092	ASSESSOR CERT AND DUES	400	0	0	0	0	400	175	43.75
101-172-977.011	COMPUTER EQUIPMENT	15,500	2,184	0	0	0	17,684	5,298	29.96
101-172-977.015	COMPUTER SOFTWARE	6,304	0	0	0	0	6,304	1,271	20.17
101-172-980.000	OFFICE EQUIPMENT/FURNITURE	5,000	0	0	0	0	5,000	3,789	75.79

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Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-265-931.004	COUNTY CONTRACT	90,000	0	0	0	0	90,000	51,081	56.76
101-272-715.008	VISION	0	0	0	0	0	0	320	0.00
101-301-702.000	SALARIES AND WAGES	805,469	0	0	0	0	805,469	447,728	55.59
101-301-702.011	Crossing Guard Wages	5,625	0	0	0	0	5,625	2,200	39.11
101-301-712.000	FRINGE BENEFITS	134,932	0	0	0	0	134,932	43,019	31.88
101-301-713.001	EMPLOYER SOCIAL SECURITY	53,542	0	0	0	0	53,542	30,794	57.51
101-301-713.002	MEDICARE/EMPLOYER PORTION	12,522	0	0	0	0	12,522	7,202	57.51
101-301-714.002	PENSION -DEFINED BENEFIT	416,918	0	0	0	0	416,918	168,257	40.36
101-301-714.003	PENSION-DEFINED CONTRIBUTION	89,320	0	0	0	0	89,320	54,502	61.02
101-301-722.000	SICK LEAVE	22,724	0	(3,000)	0	0	19,724	18,835	95.49
101-301-723.000	HOLIDAY PAY / POLICE	29,755	0	0	0	0	29,755	30,140	101.29
101-301-732.000	OPERATING SUPPLIES/POLICE	5,800	0	0	0	0	5,800	2,805	48.36
101-301-732.008	AMMUNITION	2,500	1,541	0	0	0	4,041	1,081	26.74
101-301-732.009	CUSTODIAL SUPPLIES	550	0	0	0	0	550	42	7.62
101-301-732.014	OFFICE SUPPLIES	3,000	0	0	0	0	3,000	896	29.87
101-301-750.002	GASOLINE	28,500	0	0	0	0	28,500	9,627	33.78
101-301-768.001	UNIFORM	8,200	0	0	0	0	8,200	2,736	33.37
101-301-768.010	VEST	5,000	0	0	0	0	5,000	470	9.40
101-301-804.086	LEGAL/AUDIT	50,000	0	15,000	0	0	65,000	41,380	63.66
101-301-818.004	RADIO CONTRACT/COMPUTER ACCESS	14,000	0	0	0	0	14,000	8,507	60.77
101-301-818.005	CLEANING / UNIFORMS	750	0	0	0	0	750	226	30.13
101-301-818.035	SEAL LOGOS	750	0	0	0	0	750	0	0.00
101-301-818.052	INVESTIGATIVE SERVICES	1,000	0	0	0	0	1,000	180	18.00
101-301-818.071	JANITORIAL SERVICES	9,000	0	0	0	0	9,000	2,746	30.51
101-301-819.000	FLEET AND LIABILITY INSURANC	5,500	400	0	0	0	5,900	5,884	99.73
101-301-870.000	MILEAGE	300	0	0	0	0	300	242	80.79
101-301-880.000	COMMUNITY PROMOTION	6,700	0	0	0	0	6,700	1,929	28.79
101-301-880.001	GRANT-RELATED EXPENSES	3,050	0	23,000	0	0	26,050	25,838	99.19
101-301-880.004	DESIGNATED EXPENDITURES - POLI	2,000	0	0	0	0	2,000	0	0.00
101-301-900.000	PRINT AND PUBLISHING	500	0	0	0	0	500	0	0.00
101-301-920.001	NATURAL GAS	4,000	0	0	0	0	4,000	710	17.75
101-301-920.002	ELECTRIC	6,850	0	0	0	0	6,850	2,659	38.82
101-301-920.003	TELEPHONE	7,600	0	0	0	0	7,600	2,942	38.71
101-301-920.006	WATER/SEWER CHARGE	1,000	0	0	0	0	1,000	378	37.81
101-301-931.000	BUILDING MAINTENANCE	11,000	0	0	0	0	11,000	5,055	45.96
101-301-933.000	EQUIPMENT MAINTENANCE	5,000	0	0	0	0	5,000	2,984	59.69
101-301-933.004	COPIER MAINTENANCE CONTRACT	2,625	0	0	0	0	2,625	1,368	52.11
101-301-956.003	PARKING LOT LEASE	250	0	0	0	0	250	250	100.00
101-301-960.009	MICH ASSOC CHIEF/POLICE MTGS	1,500	0	0	0	0	1,500	280	18.67
101-301-960.010	TRAINING	5,500	0	0	0	0	5,500	1,388	25.24
101-301-960.012	OTHER DUES	600	0	0	0	0	600	0	0.00
101-301-960.016	TRAINING / ACT 302 FUNDS	1,300	0	0	0	0	1,300	720	55.38
101-301-977.001	MISCELLANEOUS	750	0	250	0	0	1,000	977	97.70
101-301-977.005	HAND GUNS & ACCESSORIES	4,000	0	0	0	0	4,000	30	0.75
101-301-977.010	RADAR UNIT	2,700	0	0	0	0	2,700	0	0.00
101-301-977.011	COMPUTER EQUIPMENT	2,500	0	0	0	0	2,500	0	0.00
101-301-977.015	COMPUTER SOFTWARE	5,000	0	0	0	0	5,000	0	0.00
101-301-977.037	RADIO EQUIPMENT	1,800	0	0	0	0	1,800	0	0.00
101-301-980.000	OFFICE EQUIPMENT/FURNITURE	1,000	0	0	0	0	1,000	0	0.00
101-336-702.000	SALARIES AND WAGES	120,414	0	0	0	0	120,414	45,263	37.59
101-336-702.032	ADMINISTRATIVE ASST.	14,772	0	0	0	0	14,772	6,241	42.25
101-336-712.000	FRINGE BENEFITS	4,725	0	0	0	0	4,725	1,053	22.28
101-336-713.001	EMPLOYER SOCIAL SECURITY	8,382	0	0	0	0	8,382	3,182	37.96
101-336-713.002	MEDICARE/EMPLOYER PORTION	1,960	0	0	0	0	1,960	744	37.96
101-336-714.002	PENSION -DEFINED BENEFIT	2,422	0	0	0	0	2,422	1,100	45.41
101-336-714.003	PENSION-DEFINED CONTRIBUTION	202	0	0	0	0	202	0	0.00
101-336-715.002	FIRE DEPARTMENT / ACCIDENT	1,500	0	0	0	0	1,500	0	0.00
101-336-732.011	BATTERIES	500	0	0	0	0	500	191	38.24

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Fund 101 GENERAL FUND

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101-336-733.000	OPERATING SUPPLIES/FIRE DEPT	10,500	0	0	0	0	10,500	7,271	69.25
101-336-750.002	GASOLINE	4,000	0	0	0	0	4,000	2,326	58.15
101-336-768.000	UNIFORMS	3,600	0	0	0	0	3,600	2,107	58.51
101-336-786.011	TURNOUT GEAR	10,000	0	0	0	0	10,000	6,548	65.48
101-336-818.028	OUTSIDE SERVICES	13,650	0	0	0	0	13,650	6,135	44.95
101-336-818.071	JANITORIAL SERVICES	6,250	0	0	0	0	6,250	1,824	29.18
101-336-819.000	FLEET AND LIABILITY INSURANC	6,500	0	0	0	0	6,500	4,413	67.89
101-336-870.000	MILEAGE	200	0	0	0	0	200	0	0.00
101-336-880.000	COMMUNITY PROMOTION	3,100	0	0	0	0	3,100	2,110	68.08
101-336-880.001	GRANT-RELATED EXPENSES	0	10,000	4,962	0	0	14,962	14,927	99.77
101-336-920.001	NATURAL GAS	3,500	0	0	0	0	3,500	1,277	36.48
101-336-920.002	ELECTRIC	4,000	0	0	0	0	4,000	2,569	64.23
101-336-920.003	TELEPHONE	3,000	0	0	0	0	3,000	1,167	38.89
101-336-920.006	WATER/SEWER CHARGE	4,000	0	0	0	0	4,000	2,770	69.25
101-336-933.000	EQUIPMENT MAINTENANCE	14,000	8,768	11,800	0	0	34,568	32,623	94.37
101-336-935.001	FIRE HALL MAINTENANCE	6,000	0	(2,500)	0	0	3,500	2,541	72.60
101-336-956.000	MISCELLANEOUS	1,000	0	250	0	0	1,250	1,668	133.43
101-336-960.000	EDUCATION AND TRAINING	1,000	0	0	0	0	1,000	178	17.77
101-336-961.000	PROFESSIONAL DUES	520	0	0	0	0	520	420	80.77
101-336-977.001	MISCELLANEOUS	0	0	0	0	0	0	1	0.00
101-336-977.037	RADIO EQUIPMENT	3,500	0	0	0	0	3,500	1,912	54.63
101-336-977.061	GENERATOR MAINTENANCE	600	0	0	0	0	600	109	18.16
101-441-702.000	SALARIES AND WAGES	134,447	0	0	0	0	134,447	96,568	71.83
101-441-712.000	FRINGE BENEFITS	55,576	0	0	0	0	55,576	17,241	31.02
101-441-713.001	EMPLOYER SOCIAL SECURITY	8,868	0	0	0	0	8,868	6,183	69.72
101-441-713.002	MEDICARE/EMPLOYER PORTION	2,074	0	0	0	0	2,074	1,446	69.72
101-441-714.002	PENSION -DEFINED BENEFIT	29,642	0	0	0	0	29,642	13,773	46.46
101-441-714.003	PENSION-DEFINED CONTRIBUTION	12,700	0	0	0	0	12,700	8,210	64.64
101-441-722.000	SICK LEAVE	8,590	0	(3,200)	0	0	5,390	5,315	98.61
101-441-734.000	OPERATING SUPPLIES/DPW	12,000	0	0	0	0	12,000	9,102	75.85
101-441-768.008	UNIFORM-SERVICE	8,000	0	0	0	0	8,000	5,045	63.07
101-441-818.000	CONTRACTUAL SERVICES	5,000	0	(1,527)	0	0	3,473	0	0.00
101-441-818.034	CIVIL DEFENSE	2,000	0	0	0	0	2,000	241	12.06
101-441-818.054	ALARM MONITORING SERVICE	700	0	0	0	0	700	676	96.56
101-441-853.004	MONTHLY & LONG DISTANCE SERV	3,000	0	0	0	0	3,000	854	28.46
101-441-920.001	NATURAL GAS	4,500	0	0	0	0	4,500	2,041	45.35
101-441-920.004	BUILDING AND YARD LIGHT	8,000	0	0	0	0	8,000	209	2.61
101-441-920.005	STREET LIGHTS	93,000	0	0	0	0	93,000	57,786	62.13
101-441-920.006	WATER/SEWER CHARGE	1,500	0	0	0	0	1,500	955	63.68
101-441-920.009	DOWNTOWN LIGHTS	6,000	0	0	0	0	6,000	1,450	24.17
101-441-931.003	DEPOT BUILDING MAINTENANCE	10,000	0	0	0	0	10,000	3,560	35.60
101-441-943.000	MOBILE EQUIPMENT RENTAL	500	0	1,000	0	0	1,500	1,115	74.34
101-441-956.000	MISCELLANEOUS	2,500	0	0	0	0	2,500	368	14.70
101-441-956.006	CODE ENFORCEMENT MOWING	0	0	1,500	0	0	1,500	1,450	96.67
101-441-960.000	EDUCATION AND TRAINING	500	0	0	0	0	500	318	63.51
101-441-974.015	STREET LIGHT INSTALLATION	45,000	0	0	0	0	45,000	651	1.45
101-441-974.019	PARKING LOT REPAIRS	0	8,850	17,347	0	0	26,197	12,434	47.46
101-441-975.000	BUILDING IMPROVEMENT	0	1,092	0	0	0	1,092	480	43.96
101-441-977.000	EQUIPMENT PURCHASE	1,500	0	0	0	0	1,500	650	43.33
101-441-977.046	SAFETY BOOT ALLOWANCE	2,000	0	0	0	0	2,000	504	25.21
101-751-702.000	SALARIES AND WAGES	73,399	0	0	0	0	73,399	36,459	49.67
101-751-702.004	POOL WAGES	12,500	0	0	0	0	12,500	5,885	47.08
101-751-712.000	FRINGE BENEFITS	22,951	0	0	0	0	22,951	13,075	56.97
101-751-713.001	EMPLOYER SOCIAL SECURITY	5,467	0	0	0	0	5,467	2,661	48.67
101-751-713.002	MEDICARE/EMPLOYER PORTION	1,278	0	0	0	0	1,278	622	48.69
101-751-714.002	PENSION -DEFINED BENEFIT	10,022	0	0	0	0	10,022	5,564	55.52
101-751-722.000	SICK LEAVE	2,273	0	0	0	0	2,273	2,127	93.59
101-751-736.000	PLAYGROUND SUPPLIES/REC DEPT	600	0	0	0	0	600	0	0.00

User: KKinDE

Year Ended 06/30/2024

DB: City Of St Johns

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-751-750.002	GASOLINE	900	0	900	0	0	1,800	938	52.08
101-751-755.000	OPERATING SUPPLIES	250	0	0	0	0	250	0	0.00
101-751-810.000	PROCESSING FEE	1,200	0	0	0	0	1,200	274	22.87
101-751-886.001	SUMMER SOFTBALL	1,500	0	0	0	0	1,500	1,328	88.56
101-751-886.005	CONCERTS	7,000	0	0	0	0	7,000	0	0.00
101-751-886.015	FLAG FOOTBALL	2,000	0	0	0	0	2,000	1,909	95.45
101-751-886.016	BASKETBALL PROGRAMS	2,300	0	0	0	0	2,300	0	0.00
101-751-886.017	COMMUNITY ED PROGRAMS	18,770	0	0	0	0	18,770	5,378	28.65
101-751-920.002	ELECTRIC	1,000	0	1,000	0	0	2,000	1,027	51.33
101-751-920.006	WATER/SEWER CHARGE	23,000	0	0	0	0	23,000	18,393	79.97
101-751-920.007	HEAT/ SPRAY PARK	800	0	0	0	0	800	210	26.24
101-751-920.008	ELECTRIC/SPRAY PARK	2,000	0	0	0	0	2,000	390	19.51
101-751-929.001	MISCELLANEOUS & MAINTENANCE	450	0	0	0	0	450	150	33.33
101-751-956.000	MISCELLANEOUS	1,500	0	0	0	0	1,500	924	61.57
101-751-960.000	EDUCATION AND TRAINING	250	0	0	0	0	250	0	0.00
101-751-977.015	COMPUTER SOFTWARE	2,995	3,295	0	0	0	6,290	3,295	52.38
101-752-702.000	SALARIES AND WAGES	89,632	0	0	0	0	89,632	31,716	35.38
101-752-712.000	FRINGE BENEFITS	7,235	0	0	0	0	7,235	2,193	30.31
101-752-713.001	EMPLOYER SOCIAL SECURITY	5,557	0	0	0	0	5,557	1,951	35.11
101-752-713.002	MEDICARE/EMPLOYER PORTION	1,300	0	0	0	0	1,300	456	35.10
101-752-714.002	PENSION -DEFINED BENEFIT	8,204	0	0	0	0	8,204	3,786	46.15
101-752-714.003	PENSION-DEFINED CONTRIBUTION	2,629	0	0	0	0	2,629	324	12.33
101-752-735.000	OPERATING SUPP/PARKS DEPT	5,500	0	0	0	0	5,500	3,104	56.44
101-752-814.000	COMPUTER SERVICE/ETC	2,500	0	500	0	0	3,000	2,999	99.96
101-752-818.044	BAND SHELL	2,500	0	0	0	0	2,500	0	0.00
101-752-920.001	NATURAL GAS	1,200	0	0	0	0	1,200	1,056	88.01
101-752-920.002	ELECTRIC	8,500	0	0	0	0	8,500	5,335	62.76
101-752-920.003	TELEPHONE	420	0	1,000	0	0	1,420	692	48.73
101-752-920.006	WATER/SEWER CHARGE	5,400	0	0	0	0	5,400	4,357	80.69
101-752-936.000	PARK MAINTENANCE	8,500	0	0	0	0	8,500	2,077	24.44
101-752-956.000	MISCELLANEOUS	1,000	0	0	0	0	1,000	99	9.95
101-752-974.008	BALL DIAMOND REPAIRS	500	0	0	0	0	500	0	0.00
101-752-975.000	BUILDING IMPROVEMENT	6,000	0	0	0	0	6,000	4,157	69.28
101-752-977.021	PARK IMPROVEMENT	10,000	0	0	0	0	10,000	3,847	38.47
101-752-977.026	PARK IMPROVEMENT - PARK HOUSE	1,000	0	0	0	0	1,000	489	48.90
101-901-753.102	HICKS PROPERTY IMPROVEMENTS	10,000	0	0	0	0	10,000	0	0.00
101-901-818.300	CONTRACTUAL SERVICES - ARPA	0	12,356	400,000	0	0	412,356	17,205	4.17
101-901-970.001	CAPITAL OUTLAY - GENERAL GOVER	420,000	0	(400,000)	0	0	20,000	480,000	2,400.00
101-901-970.002	CAPITAL OUTLAY - FIRE	25,500	0	(2,800)	0	0	22,700	17,922	78.95
101-901-970.003	CAPITAL OUTLAY - PUBLIC WORKS	30,000	144,000	0	0	0	174,000	4,500	2.59
101-901-970.004	CAPITAL OUTLAY - RECREATION &	810,000	0	(500,000)	0	0	310,000	44,341	14.30
101-901-970.005	CAPITAL OUTLAY - POLICE	20,000	0	0	0	0	20,000	0	0.00
101-901-970.006	CAPITAL OUTLAY - WILSON CENTER	0	54,000	0	0	0	54,000	50,125	92.82
101-901-976.001	LAND PURCHASE	0	0	1,700	0	0	1,700	1,695	99.73
101-901-977.035	POLICE CAR	0	18,922	200	0	0	19,122	19,045	99.60
101-901-989.023	AMBULANCE/CITY SHARE	92,376	0	0	0	0	92,376	92,376	100.00
101-901-991.001	GENERAL LONG TERM DEBT PRIN	0	0	0	0	0	0	54,907	0.00
101-901-993.015	GENERAL LONG TERM DEBT INT	0	0	0	0	0	0	25,513	0.00
101-901-995.203	TRANSFER TO MAJOR STREET	0	0	0	0	0	0	9,415	0.00
101-901-995.349	TRANS TO 2007 CAP IMP BOND	13,521	0	0	0	0	13,521	6,761	50.00
101-901-995.661	TRANSFER TO MOBILE	91,833	0	0	0	0	91,833	0	0.00
TOTAL Expenditures		6,052,767	279,758	(405,633)	0	0	5,926,892	3,316,525	55.96
TOTAL FOR FUND 101									
REVENUES:		6,057,273	18,768	(420,822)	0	0	5,655,219	3,555,129	0.00
EXPENDITURES		6,052,768	279,757	(405,633)	0	0	5,926,892	3,316,520	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
NET OF REVENUES vs. EXPENDITURES		4,505	(260,989)	(15,189)	0	0	(271,673)	238,610	0.00

User: KKinDE

Year Ended 06/30/2024

DB: City Of St Johns

Fund 202 MAJOR STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
202-000-540.000	STATE GRANTS	0	150,000	0	0	0	150,000	0	0.00
202-000-546.000	GAS TAX REFUND (ACT 51)	799,677	0	0	0	0	799,677	325,265	40.67
202-000-546.001	BUILD MICHIGAN (ACT 51)	13,906	0	0	0	0	13,906	5,519	39.69
202-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	35	0	0	35	36	102.46
202-000-676.002	INSURANCE REIMBURSEMENT	1,000	0	0	0	0	1,000	509	50.94
202-000-699.007	TRANSFER FROM STREET MILLAGE	183,056	0	0	0	0	183,056	158,433	86.55
202-000-699.009	GENERAL FUND APPROPRIATION	0	0	0	0	0	0	9,415	0.00
TOTAL Revenues		997,639	150,000	35	0	0	1,147,674	499,177	43.49
202-451-995.203	TRANSFER TO LOCAL STREET	67,000	0	0	0	0	67,000	0	0.00
202-451-995.349	TRANS TO 2007 CAP IMP BOND	102,525	0	0	0	0	102,525	51,262	50.00
202-451-995.661	TRANSFER TO MOBILE	220,131	0	0	0	0	220,131	220,131	100.00
202-463-702.000	SALARIES AND WAGES	45,617	0	0	0	0	45,617	18,241	39.99
202-463-712.000	FRINGE BENEFITS	11,412	0	0	0	0	11,412	2,959	25.93
202-463-713.001	EMPLOYER SOCIAL SECURITY	2,828	0	0	0	0	2,828	1,104	39.05
202-463-713.002	MEDICARE/EMPLOYER PORTION	661	0	0	0	0	661	258	39.07
202-463-714.002	PENSION -DEFINED BENEFIT	10,771	0	0	0	0	10,771	4,926	45.73
202-463-714.003	PENSION-DEFINED CONTRIBUTION	4,082	0	0	0	0	4,082	1,788	43.79
202-463-737.001	SAND	1,000	0	0	0	0	1,000	0	0.00
202-463-737.002	GRAVEL	2,000	0	100	0	0	2,100	2,100	100.00
202-463-737.003	STORM SEWER MAINTENANCE	20,000	6,300	0	0	0	26,300	7,505	28.54
202-463-737.004	CURB AND GUTTER MATERIAL	7,000	0	0	0	0	7,000	0	0.00
202-463-741.003	COLD PATCH	2,750	0	0	0	0	2,750	0	0.00
202-463-818.000	CONTRACTUAL SERVICES	0	150,000	0	0	0	150,000	0	0.00
202-463-818.019	TREE AND SHRUB MAINTENANCE	25,000	0	0	0	0	25,000	19,274	77.10
202-463-818.038	CURB AND GUTTER REPAIR	7,000	0	0	0	0	7,000	0	0.00
202-463-818.042	TREE PLANTING	2,500	0	50	0	0	2,550	2,550	100.00
202-463-818.050	PREVENTATIVE MAINTENANCE	20,000	0	0	0	0	20,000	17,984	89.92
202-463-818.200	CONTRACTUAL SERVICES - SCOTT F	65,000	0	0	0	0	65,000	40,064	61.64
202-463-818.203	CONTRACTUAL SERVICES - ANNUAL	183,056	0	0	0	0	183,056	158,433	86.55
202-463-818.300	CONTRACTUAL SERVICES - ARPA	0	22,231	0	0	0	22,231	9,415	42.35
202-463-931.002	STREET CUT REPAIR	20,000	0	0	0	0	20,000	14,441	72.21
202-463-972.015	STREET CUT REPAIR	15,000	0	0	0	0	15,000	0	0.00
202-463-974.001	SIDEWALKS	20,000	23,890	0	0	0	43,890	17,316	39.45
202-463-974.002	DRIVEWAY APPROACHES	0	0	1,000	0	0	1,000	1,000	100.00
202-463-974.004	SIDEWALK REIMBURSEMENT PGM	3,000	0	0	0	0	3,000	825	27.50
202-475-702.000	SALARIES AND WAGES	3,312	0	0	0	0	3,312	3,119	94.18
202-475-712.000	FRINGE BENEFITS	1,008	0	0	0	0	1,008	342	33.89
202-475-713.001	EMPLOYER SOCIAL SECURITY	205	0	0	0	0	205	190	92.53
202-475-713.002	MEDICARE/EMPLOYER PORTION	48	0	0	0	0	48	44	92.46
202-475-714.002	PENSION -DEFINED BENEFIT	3,418	0	0	0	0	3,418	1,563	45.73
202-475-714.003	PENSION-DEFINED CONTRIBUTION	338	0	0	0	0	338	328	97.01
202-475-738.001	SIGNS AND SIGNALS MATERIALS	7,000	600	0	0	0	7,600	1,925	25.33
202-475-738.003	SAFETY BARRICADES	3,000	0	0	0	0	3,000	0	0.00
202-475-818.018	LANE MARKING	5,000	18,000	0	0	0	23,000	9,243	40.19
202-479-702.000	SALARIES AND WAGES	9,295	0	0	0	0	9,295	1,114	11.99
202-479-712.000	FRINGE BENEFITS	2,076	0	0	0	0	2,076	56	2.72
202-479-713.001	EMPLOYER SOCIAL SECURITY	576	0	0	0	0	576	69	11.97
202-479-713.002	MEDICARE/EMPLOYER PORTION	135	0	0	0	0	135	16	11.95
202-479-714.002	PENSION -DEFINED BENEFIT	2,170	0	0	0	0	2,170	993	45.73
202-479-714.003	PENSION-DEFINED CONTRIBUTION	951	0	0	0	0	951	123	12.88
202-479-743.001	SALT	20,000	0	0	0	0	20,000	0	0.00
202-483-702.000	SALARIES AND WAGES	0	0	0	0	0	0	401	0.00
202-483-712.000	FRINGE BENEFITS	0	0	0	0	0	0	10	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 202 MAJOR STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
202-483-713.001	EMPLOYER SOCIAL SECURITY	0	0	0	0	0	0	25	0.00
202-483-713.002	MEDICARE/EMPLOYER PORTION	0	0	0	0	0	0	6	0.00
202-483-714.003	PENSION-DEFINED CONTRIBUTION	0	0	0	0	0	0	40	0.00
202-483-804.000	ADMINISTRATION CHARGES	60,924	0	0	0	0	60,924	30,462	50.00
202-483-818.013	ENGINEERING	10,000	0	0	0	0	10,000	0	0.00
202-483-818.062	Asset Management	9,000	0	0	0	0	9,000	2,770	30.78
TOTAL Expenditures		996,789	221,021	1,150	0	0	1,218,960	644,415	52.87
TOTAL FOR FUND 202									
REVENUES:		997,639	150,000	35	0	0	1,147,674	499,177	0.00
EXPENDITURES		996,789	221,021	1,150	0	0	1,218,961	644,415	0.00
NET OF REVENUES vs. EXPENDITURES		850	(71,021)	(1,115)	0	0	(71,287)	(145,239)	0.00

User: KKinDE

Year Ended 06/30/2024

DB: City Of St Johns

Fund 203 LOCAL STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
203-000-546.000	GAS TAX REFUND (ACT 51)	289,884	0	0	0	0	289,884	118,093	40.74
203-000-546.001	BUILD MICHIGAN (ACT 51)	5,041	0	0	0	0	5,041	2,004	39.75
203-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	3	0.00
203-000-676.002	INSURANCE REIMBURSEMENT	1,000	0	0	0	0	1,000	446	44.62
203-000-699.007	TRANSFER FROM STREET MILLAGE	415,906	0	0	0	0	415,906	209,278	50.32
203-000-699.008	TRANSFER FROM MAJOR STREET	67,000	0	0	0	0	67,000	0	0.00
TOTAL Revenues		778,831	0	0	0	0	778,831	329,824	42.35
203-463-702.000	SALARIES AND WAGES	45,165	0	0	0	0	45,165	21,334	47.24
203-463-712.000	FRINGE BENEFITS	12,408	0	0	0	0	12,408	2,473	19.93
203-463-713.001	EMPLOYER SOCIAL SECURITY	2,800	0	0	0	0	2,800	1,298	46.35
203-463-713.002	MEDICARE/EMPLOYER PORTION	655	0	0	0	0	655	303	46.33
203-463-714.002	PENSION -DEFINED BENEFIT	10,727	0	0	0	0	10,727	4,906	45.73
203-463-714.003	PENSION-DEFINED CONTRIBUTION	4,480	0	0	0	0	4,480	2,008	44.82
203-463-741.001	CHLORIDE	3,000	0	0	0	0	3,000	800	26.67
203-463-741.002	GRAVEL	1,000	50	0	0	0	1,050	1,040	99.05
203-463-741.003	COLD PATCH	2,750	0	0	0	0	2,750	0	0.00
203-463-741.005	SAND	2,000	0	0	0	0	2,000	0	0.00
203-463-818.019	TREE AND SHRUB MAINTENANCE	25,000	0	0	0	0	25,000	19,787	79.15
203-463-818.022	STORM DRAINS	20,000	12,800	0	0	0	32,800	13,963	42.57
203-463-818.038	CURB AND GUTTER REPAIR	9,000	0	0	0	0	9,000	1,320	14.67
203-463-818.042	TREE PLANTING	2,500	0	0	0	0	2,500	2,550	102.00
203-463-818.050	PREVENTATIVE MAINTENANCE	20,000	0	0	0	0	20,000	12,752	63.76
203-463-818.203	CONTRACTUAL SERVICES - ANNUAL	415,906	0	0	0	0	415,906	209,278	50.32
203-463-972.015	STREET CUT REPAIR	20,000	0	0	0	0	20,000	14,441	72.21
203-463-974.001	SIDEWALKS	20,000	18,392	0	0	0	38,392	18,774	48.90
203-463-974.002	DRIVEWAY APPROACHES	2,000	0	0	0	0	2,000	1,935	96.75
203-463-974.004	SIDEWALK REIMBURSEMENT PGM	3,000	0	0	0	0	3,000	1,963	65.42
203-475-702.000	SALARIES AND WAGES	3,195	0	0	0	0	3,195	938	29.37
203-475-712.000	FRINGE BENEFITS	967	0	0	0	0	967	365	37.72
203-475-713.001	EMPLOYER SOCIAL SECURITY	198	0	0	0	0	198	56	28.45
203-475-713.002	MEDICARE/EMPLOYER PORTION	46	0	0	0	0	46	13	28.63
203-475-714.002	PENSION -DEFINED BENEFIT	3,641	0	0	0	0	3,641	1,665	45.73
203-475-714.003	PENSION-DEFINED CONTRIBUTION	326	0	0	0	0	326	107	32.93
203-475-742.003	REPLACEMENT SIGNS	5,000	1,564	0	0	0	6,564	2,001	30.49
203-475-818.018	LANE MARKING	0	10,000	0	0	0	10,000	6,693	66.93
203-479-702.000	SALARIES AND WAGES	7,877	0	0	0	0	7,877	477	6.05
203-479-712.000	FRINGE BENEFITS	1,762	0	0	0	0	1,762	17	0.99
203-479-713.001	EMPLOYER SOCIAL SECURITY	488	0	0	0	0	488	30	6.05
203-479-713.002	MEDICARE/EMPLOYER PORTION	114	0	0	0	0	114	7	6.06
203-479-714.002	PENSION -DEFINED BENEFIT	1,867	0	0	0	0	1,867	854	45.73
203-479-714.003	PENSION-DEFINED CONTRIBUTION	799	0	0	0	0	799	48	5.96
203-479-743.001	SALT	20,000	0	0	0	0	20,000	7,180	35.90
203-483-712.000	FRINGE BENEFITS	0	0	0	0	0	0	0	0.00
203-483-804.000	ADMINISTRATION CHARGES	100,273	0	0	0	0	100,273	50,137	50.00
203-483-818.062	Asset Management	9,000	0	0	0	0	9,000	0	0.00
TOTAL Expenditures		777,944	42,806	0	0	0	820,750	401,513	48.92
TOTAL FOR FUND 203									
REVENUES:		778,831	0	0	0	0	778,831	329,824	0.00
EXPENDITURES		777,943	42,806	0	0	0	820,749	401,511	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 203 LOCAL STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
NET OF REVENUES vs. EXPENDITURES		888	(42,806)	0	0	0	(41,918)	(71,687)	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-000-404.000	CURRENT PROPERTY TAX	49,828	0	(14,800)	0	0	35,028	35,015	99.96
248-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	12	0.00
TOTAL Revenues		49,828	0	(14,800)	0	0	35,028	35,027	100.00
248-451-804.000	ADMINISTRATION CHARGES	3,203	0	0	0	0	3,203	882	27.52
248-451-818.000	CONTRACTUAL SERVICES	11,500	0	0	0	0	11,500	9,578	83.29
248-451-818.040	DOWNTOWN IMPROVEMENT	50,000	0	0	0	0	50,000	8,669	17.34
248-451-880.007	FACADE GRANTS	30,000	0	0	0	0	30,000	6,847	22.82
TOTAL Expenditures		94,703	0	0	0	0	94,703	25,976	27.43
TOTAL FOR FUND 248									
REVENUES:		49,828	0	(14,800)	0	0	35,028	35,027	0.00
EXPENDITURES		94,703	0	0	0	0	94,703	25,976	0.00
NET OF REVENUES vs. EXPENDITURES		(44,875)	0	(14,800)	0	0	(59,675)	9,051	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024

Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
250-000-404.000	CURRENT PROPERTY TAX	226,463	0	0	0	0	226,463	248,899	109.91
250-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	67	0.00
TOTAL Revenues		226,463	0	0	0	0	226,463	248,966	109.94
250-172-804.000	ADMINISTRATION CHARGES	949	0	0	0	0	949	475	50.00
250-172-818.000	CONTRACTUAL SERVICES	43,000	0	0	0	0	43,000	5,841	13.58
250-172-920.002	ELECTRIC	1,000	0	0	0	0	1,000	809	80.85
TOTAL Expenditures		44,949	0	0	0	0	44,949	7,125	15.85
TOTAL FOR FUND 250									
REVENUES:		226,463	0	0	0	0	226,463	248,965	0.00
EXPENDITURES		44,949	0	0	0	0	44,949	7,124	0.00
NET OF REVENUES vs. EXPENDITURES		181,514	0	0	0	0	181,514	241,841	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 251 PRINCIPAL SHOPPING DISTRICT

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
251-000-452.006	DOWNTOWN BUSINESS DISTRICT	38,975	0	0	0	0	38,975	35,200	90.31
251-000-653.001	FARMERS' MARKET	1,500	0	0	0	0	1,500	1,688	112.51
251-000-653.003	CAR SHOWS	2,000	0	0	0	0	2,000	3,848	192.42
251-000-653.005	MINT FESTIVAL	25,000	0	0	0	0	25,000	40,643	162.57
251-000-653.013	WINTER FESTIVAL	2,000	0	0	0	0	2,000	2,595	129.75
251-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	66	0.00
251-000-677.000	MISCELLANEOUS REVENUE	0	0	0	0	0	0	607	0.00
251-000-679.000	MARKETING CO-OP	2,500	0	0	0	0	2,500	2,750	110.00
TOTAL Revenues		71,975	0	0	0	0	71,975	87,397	121.43
251-172-730.000	OFFICE SUPPLIES/ADM	100	0	0	0	0	100	24	24.48
251-172-751.000	EVENT COLLABORATION	1,000	0	0	0	0	1,000	498	49.77
251-172-751.001	FARMERS' MARKET	1,800	0	0	0	0	1,800	481	26.74
251-172-751.002	CAR SHOWS	1,500	0	0	0	0	1,500	3,403	226.85
251-172-751.003	MINT FESTIVAL	20,000	0	0	0	0	20,000	14,597	72.98
251-172-751.007	WINTER FESTIVAL	3,000	0	0	0	0	3,000	2,001	66.71
251-172-751.010	FALL FESTIVAL	0	0	0	0	0	0	500	0.00
251-172-804.000	ADMINISTRATION CHARGES	4,600	0	0	0	0	4,600	2,300	50.00
251-172-814.002	WEBSITE	700	0	0	0	0	700	0	0.00
251-172-818.000	CONTRACTUAL SERVICES	11,500	0	0	0	0	11,500	6,437	55.97
251-172-818.040	DOWNTOWN IMPROVEMENT	8,300	0	0	0	0	8,300	2,693	32.45
251-172-826.086	AUDIT FEES	500	0	0	0	0	500	0	0.00
251-172-853.004	MONTHLY & LONG DISTANCE SERV	500	0	0	0	0	500	367	73.41
251-172-880.008	MARKETING	8,500	0	0	0	0	8,500	3,559	41.87
251-172-882.000	MARKETING CO-OP	5,000	0	0	0	0	5,000	0	0.00
251-172-956.000	MISCELLANEOUS	0	0	0	0	0	0	560	0.00
251-172-960.000	EDUCATION AND TRAINING	1,000	0	0	0	0	1,000	0	0.00
251-172-961.000	PROFESSIONAL DUES	200	0	0	0	0	200	125	62.50
251-172-969.001	MUSIC	1,000	0	0	0	0	1,000	600	60.00
251-172-985.000	CAPITAL OUTLAY	4,000	0	0	0	0	4,000	3,795	94.87
TOTAL Expenditures		73,200	0	0	0	0	73,200	41,940	57.30
TOTAL FOR FUND 251									
REVENUES:		71,975	0	0	0	0	71,975	87,396	0.00
EXPENDITURES		73,200	0	0	0	0	73,200	41,940	0.00
NET OF REVENUES vs. EXPENDITURES		(1,225)	0	0	0	0	(1,225)	45,456	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 401 FANTASY FOREST

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
401-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	1	0.00
TOTAL Revenues		0	0	0	0	0	0	1	100.00
TOTAL FOR FUND 401									
REVENUES:		0	0	0	0	0	0	1	0.00
EXPENDITURES		0	0	0	0	0	0	0	0.00
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	1	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 406 STREET MILLAGE FUNDS III

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
406-000-404.000	CURRENT PROPERTY TAX	811,818	0	0	0	0	811,818	786,455	96.88
406-000-445.000	INTEREST-PENALTY/DELINQ TAX	0	0	0	0	0	0	608	0.00
406-000-573.000	Local Community Stabilization	0	0	31,000	0	0	31,000	21,381	68.97
TOTAL Revenues		811,818	0	31,000	0	0	842,818	808,444	95.92
406-451-995.202	TRANSFER TO MAJOR STREET	183,056	0	0	0	0	183,056	158,433	86.55
406-451-995.203	TRANSFER TO LOCAL STREET	415,906	0	0	0	0	415,906	209,278	50.32
TOTAL Expenditures		598,962	0	0	0	0	598,962	367,711	61.39
TOTAL FOR FUND 406									
REVENUES:		811,818	0	31,000	0	0	842,818	808,444	0.00
EXPENDITURES		598,962	0	0	0	0	598,962	367,710	0.00
NET OF REVENUES vs. EXPENDITURES		212,857	0	31,000	0	0	243,857	440,733	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 515 GARBAGE FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
515-000-404.000	CURRENT PROPERTY TAX	189,408	0	0	0	0	189,408	183,459	96.86
515-000-405.000	DELINQUENT PROPERTY TAX	0	0	25	0	0	25	26	105.92
515-000-445.000	INTEREST-PENALTY/DELINQ TAX	1,000	0	0	0	0	1,000	488	48.82
515-000-573.000	Local Community Stabilization	3,500	0	1,000	0	0	4,500	4,401	97.80
515-000-635.001	CURRENT SERVICE FEE	574,910	0	0	0	0	574,910	558,188	97.09
515-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	125	0	0	125	126	100.97
515-000-676.002	INSURANCE REIMBURSEMENT	1,000	0	150	0	0	1,150	1,180	102.61
TOTAL Revenues		769,818	0	1,300	0	0	771,118	747,868	96.98
515-528-702.000	SALARIES AND WAGES	69,294	0	0	0	0	69,294	47,428	68.45
515-528-712.000	FRINGE BENEFITS	21,378	0	0	0	0	21,378	7,241	33.87
515-528-713.001	EMPLOYER SOCIAL SECURITY	4,296	0	0	0	0	4,296	2,868	66.77
515-528-713.002	MEDICARE/EMPLOYER PORTION	1,005	0	0	0	0	1,005	671	66.75
515-528-714.002	PENSION -DEFINED BENEFIT	22,138	0	0	0	0	22,138	10,124	45.73
515-528-714.003	PENSION-DEFINED CONTRIBUTION	6,464	0	0	0	0	6,464	3,980	61.58
515-528-804.000	ADMINISTRATION CHARGES	62,162	0	0	0	0	62,162	31,081	50.00
515-528-818.023	GARBAGE CONTRACT	343,875	0	0	0	0	343,875	171,414	49.85
515-528-818.024	SPRING CLEAN UP	49,850	0	0	0	0	49,850	0	0.00
515-528-818.027	MISCELLANEOUS	24,000	12,895	0	0	0	36,895	18,765	50.86
515-528-818.059	COMPOST SCREENING	10,000	10,000	0	0	0	20,000	10,000	50.00
515-528-943.000	MOBILE EQUIPMENT RENTAL	0	0	1,200	0	0	1,200	1,162	96.79
515-528-977.001	MISCELLANEOUS	1,500	0	0	0	0	1,500	0	0.00
515-528-995.515	COMPOST SITE IMPROVE/RENTAL	10,000	0	0	0	0	10,000	0	0.00
515-528-995.661	TRANSFER TO MOBILE	143,408	0	0	0	0	143,408	140,608	98.05
TOTAL Expenditures		769,370	22,895	1,200	0	0	793,465	445,342	56.13
TOTAL FOR FUND 515									
REVENUES:		769,818	0	1,300	0	0	771,118	747,868	0.00
EXPENDITURES		769,370	22,895	1,200	0	0	793,465	445,343	0.00
NET OF REVENUES vs. EXPENDITURES		448	(22,895)	100	0	0	(22,347)	302,525	0.00

User: KKinDE

Year Ended 06/30/2024

DB: City Of St Johns

Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-000-607.004	NSF FEE	300	0	30	0	0	330	330	100.00
592-000-633.000	WATER/CAPITAL FEE	1,000	0	1,550	0	0	2,550	2,550	100.00
592-000-633.001	SEWER/CAPITAL FEE	10,000	0	15,250	0	0	25,250	27,775	110.00
592-000-633.002	FINAL/TURN ON-OFF	2,000	0	0	0	0	2,000	1,750	87.50
592-000-642.000	SUPPLY SALES	5,000	0	0	0	0	5,000	4,981	99.62
592-000-643.000	CITY WATER CHARGES	3,270,094	0	0	0	0	3,270,094	1,601,108	48.96
592-000-643.001	TOWNSHIP WATER CHARGES	0	0	8,200	0	0	8,200	8,260	100.73
592-000-643.002	TWNSHIP WATER PENALTY	0	0	100	0	0	100	102	101.64
592-000-643.100	CITY WATER CHG PENALTY	15,000	0	9,800	0	0	24,800	24,853	100.21
592-000-644.000	CITY SEWER CHARGES	2,983,415	0	0	0	0	2,983,415	1,396,660	46.81
592-000-644.001	TOWNSHIP SEWER CHARGES	0	0	31,900	0	0	31,900	31,959	100.18
592-000-644.100	CITY SEWER CHG PENALTY	30,000	0	0	0	0	30,000	19,937	66.46
592-000-644.200	TWNSHIP SEWER PENALTY	0	0	500	0	0	500	574	114.71
592-000-653.012	LAB REVENUE	20,000	0	0	0	0	20,000	0	0.00
592-000-665.000	INTEREST EARNED/INVESTMENTS	10,000	0	0	0	0	10,000	8,594	85.94
592-000-676.002	INSURANCE REIMBURSEMENT	15,000	0	0	0	0	15,000	12,883	85.88
592-000-677.000	MISCELLANEOUS REVENUE	0	0	10,000	0	0	10,000	22,407	224.07
TOTAL Revenues		6,361,809	0	77,330	0	0	6,439,139	3,164,723	49.15
592-536-993.011	BOND INTEREST/2013 ISSUE	40,793	0	0	0	0	40,793	22,365	54.83
592-536-993.012	BOND INTEREST/2016 ISSUE	133,759	0	0	0	0	133,759	69,033	51.61
592-536-993.013	BOND INTEREST/2019 ISSUE	92,293	0	0	0	0	92,293	47,206	51.15
592-536-993.014	INTEREST PAYMENT	8,869	0	0	0	0	8,869	8,869	100.00
592-536-995.349	TRANS TO 2007 CAP IMP BOND	27,043	0	0	0	0	27,043	14,373	53.15
592-540-702.000	SALARIES AND WAGES	160,390	0	0	0	0	160,390	133,367	83.15
592-540-712.000	FRINGE BENEFITS	80,524	0	0	0	0	80,524	24,967	31.01
592-540-713.001	EMPLOYER SOCIAL SECURITY	10,644	0	0	0	0	10,644	8,959	84.17
592-540-713.002	MEDICARE/EMPLOYER PORTION	2,489	0	0	0	0	2,489	2,095	84.18
592-540-714.002	PENSION -DEFINED BENEFIT	181,901	0	0	0	0	181,901	71,059	39.06
592-540-714.003	PENSION-DEFINED CONTRIBUTION	2,053	0	3,500	0	0	5,553	4,196	75.57
592-540-722.000	SICK LEAVE	11,294	0	3,300	0	0	14,594	14,584	99.93
592-540-746.000	MATERIALS/SUPPLIES/WTR PROD	32,000	1,092	0	0	0	33,092	10,839	32.75
592-540-746.002	CHLORINE	45,000	0	0	0	0	45,000	24,381	54.18
592-540-746.006	CLEANING SUPPLIES	400	0	0	0	0	400	78	19.40
592-540-746.008	LAB SUPPLIES	6,500	0	0	0	0	6,500	2,481	38.17
592-540-746.011	PHOSPHATE	30,000	0	0	0	0	30,000	14,335	47.78
592-540-768.008	UNIFORM-SERVICE	5,200	0	0	0	0	5,200	3,052	58.68
592-540-818.000	CONTRACTUAL SERVICES	7,500	0	0	0	0	7,500	2,562	34.16
592-540-818.026	LAB SERVICES	4,500	0	0	0	0	4,500	482	10.71
592-540-818.028	OUTSIDE SERVICES	2,500	0	0	0	0	2,500	811	32.43
592-540-818.031	WELL MAINTENANCE	88,270	52,942	0	0	0	141,212	88,270	62.51
592-540-818.047	LAB CERTIFICATION FEES	6,500	0	0	0	0	6,500	3,843	59.12
592-540-870.000	MILEAGE	1,400	0	0	0	0	1,400	61	4.33
592-540-900.000	PRINT AND PUBLISHING	2,000	0	0	0	0	2,000	18	0.92
592-540-920.001	NATURAL GAS	6,500	0	0	0	0	6,500	1,800	27.70
592-540-920.003	TELEPHONE	5,000	0	0	0	0	5,000	2,527	50.53
592-540-920.006	WATER/SEWER CHARGE	6,000	0	0	0	0	6,000	960	16.00
592-540-920.010	ELECTRIC - WELLS	135,000	0	0	0	0	135,000	80,692	59.77
592-540-920.011	ELECTRIC - WATER TANK	2,700	0	0	0	0	2,700	1,010	37.42
592-540-931.000	BUILDING MAINTENANCE	13,000	0	0	0	0	13,000	433	3.33
592-540-933.000	EQUIPMENT MAINTENANCE	12,000	0	0	0	0	12,000	1,895	15.79
592-540-933.009	WELL MAINTENANCE	3,500	0	0	0	0	3,500	21	0.59
592-540-933.010	GENERAL PLANT MAINTENANCE	7,500	0	0	0	0	7,500	494	6.58
592-540-933.012	WELL HOUSE MAINTENANCE	1,500	0	0	0	0	1,500	92	6.15

User: KKinDE

Year Ended 06/30/2024

DB: City Of St Johns

Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-540-933.013	CONTROL PANEL MAINT	7,500	0	0	0	0	7,500	292	3.89
592-540-943.000	MOBILE EQUIPMENT RENTAL	15,000	0	0	0	0	15,000	0	0.00
592-540-956.000	MISCELLANEOUS	4,000	0	0	0	0	4,000	908	22.71
592-540-960.000	EDUCATION AND TRAINING	2,600	0	0	0	0	2,600	695	26.73
592-540-960.001	AMERICAN WATER WORKS ASSOC	1,500	0	0	0	0	1,500	0	0.00
592-540-977.007	WATER GROUND STORAGE MAINT	18,407	0	0	0	0	18,407	18,407	100.00
592-540-977.011	COMPUTER EQUIPMENT	3,000	0	0	0	0	3,000	700	23.32
592-540-977.061	GENERATOR MAINTENANCE	2,000	0	0	0	0	2,000	0	0.00
592-541-702.000	SALARIES AND WAGES	268,057	0	0	0	0	268,057	72,270	26.96
592-541-712.000	FRINGE BENEFITS	62,198	0	0	0	0	62,198	14,078	22.63
592-541-713.001	EMPLOYER SOCIAL SECURITY	16,620	0	0	0	0	16,620	4,342	26.12
592-541-713.002	MEDICARE/EMPLOYER PORTION	3,887	0	0	0	0	3,887	1,015	26.12
592-541-714.002	PENSION -DEFINED BENEFIT	128,110	0	0	0	0	128,110	48,315	37.71
592-541-714.003	PENSION-DEFINED CONTRIBUTION	12,709	0	0	0	0	12,709	5,079	39.96
592-541-747.000	MATERIALS/SUPPLIES/WTR DIST	35,000	0	0	0	0	35,000	6,534	18.67
592-541-747.011	METER REPAIR PARTS	3,600	0	0	0	0	3,600	406	11.28
592-541-747.015	GRAVEL AND SAND	12,000	0	0	0	0	12,000	2,517	20.98
592-541-747.016	CONCRETE	15,000	0	0	0	0	15,000	12,000	80.00
592-541-747.019	SMALL TOOLS	5,000	0	0	0	0	5,000	1,495	29.90
592-541-818.028	OUTSIDE SERVICES	35,000	0	0	0	0	35,000	6,565	18.76
592-541-818.029	MISS DIGG	3,000	0	0	0	0	3,000	338	11.27
592-541-818.037	ELEVATED WATER TOWE MAINTENANC	33,448	0	0	0	0	33,448	33,448	100.00
592-541-933.000	EQUIPMENT MAINTENANCE	5,000	0	0	0	0	5,000	997	19.93
592-541-943.000	MOBILE EQUIPMENT RENTAL	15,000	0	0	0	0	15,000	418	2.79
592-541-972.008	METER SYSTEM IMPROVEMENT	37,000	1,092	0	0	0	38,092	2,578	6.77
592-541-972.009	TRENCH REPAIR/RECAP	2,000	0	0	0	0	2,000	0	0.00
592-541-977.000	EQUIPMENT PURCHASE	9,000	0	0	0	0	9,000	2,917	32.41
592-541-977.046	SAFETY EQUIPMENT	3,200	0	0	0	0	3,200	1,009	31.55
592-541-977.061	GENERATOR MAINTENANCE	700	0	0	0	0	700	0	0.00
592-550-702.000	SALARIES AND WAGES	351,289	0	0	0	0	351,289	188,968	53.79
592-550-712.000	FRINGE BENEFITS	178,086	0	0	0	0	178,086	42,577	23.91
592-550-713.001	EMPLOYER SOCIAL SECURITY	22,620	0	0	0	0	22,620	11,961	52.88
592-550-713.002	MEDICARE/EMPLOYER PORTION	5,290	0	0	0	0	5,290	2,797	52.88
592-550-714.002	PENSION -DEFINED BENEFIT	158,536	0	0	0	0	158,536	62,612	39.49
592-550-714.003	PENSION-DEFINED CONTRIBUTION	18,255	0	0	0	0	18,255	9,897	54.22
592-550-722.000	SICK LEAVE	13,556	0	(3,300)	0	0	10,256	10,176	99.22
592-550-748.001	CHLORINE	6,000	0	0	0	0	6,000	4,199	69.98
592-550-748.002	COAGULANT	24,000	0	0	0	0	24,000	13,851	57.71
592-550-748.003	POLYELECTROLITE	8,400	0	0	0	0	8,400	4,259	50.71
592-550-748.006	LAB EQUIPMENT	5,000	0	0	0	0	5,000	2,752	55.04
592-550-748.008	LAB SUPPLIES	10,000	0	0	0	0	10,000	5,682	56.82
592-550-748.009	JANITORIAL SUPPLIES	250	0	0	0	0	250	32	12.91
592-550-748.010	LUBRICANTS AND FUEL	3,500	0	0	0	0	3,500	1,919	54.83
592-550-748.011	TOOLS AND SUPPLIES	4,000	0	0	0	0	4,000	2,088	52.19
592-550-748.012	SAFETY EQUIPMENT	2,400	0	0	0	0	2,400	2,187	91.12
592-550-748.013	OFFICE AND COMPUTER SUPPLIES	3,000	0	0	0	0	3,000	2,680	89.34
592-550-748.015	SULFUR DIOXIDE	5,000	0	0	0	0	5,000	1,398	27.95
592-550-768.008	UNIFORM-SERVICE	6,500	0	0	0	0	6,500	3,161	48.62
592-550-818.000	CONTRACTUAL SERVICES	28,000	3,000	0	0	0	31,000	15,045	48.53
592-550-818.007	LABORATORY SERVICES	6,000	0	0	0	0	6,000	4,946	82.44
592-550-818.020	CONTRACTUAL MAINTENANCE	20,000	0	0	0	0	20,000	8,157	40.79
592-550-818.028	COLLECTION SYS MAINTENANCE	25,000	0	0	0	0	25,000	0	0.00
592-550-818.029	MISS DIGG	600	0	0	0	0	600	310	51.67
592-550-818.030	SLUDGE PROGRAM	43,000	0	0	0	0	43,000	36,971	85.98
592-550-818.054	ALARM MONITORING SERVICE	1,000	0	0	0	0	1,000	55	5.50
592-550-870.000	MILEAGE	1,200	0	0	0	0	1,200	0	0.00
592-550-920.001	NATURAL GAS	18,000	0	6,000	0	0	24,000	12,988	54.12
592-550-920.003	TELEPHONE	1,500	0	3,000	0	0	4,500	2,147	47.72

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024
 Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-550-920.006	WATER/SEWER CHARGE	13,000	0	5,000	0	0	18,000	9,239	51.33
592-550-920.012	ELECTRIC / LIFT STATION	15,000	0	0	0	0	15,000	4,625	30.83
592-550-920.013	ELECTRIC / PLANT	135,000	0	0	0	0	135,000	54,440	40.33
592-550-931.000	BUILDING MAINTENANCE	12,500	0	0	0	0	12,500	6,731	53.85
592-550-933.000	EQUIPMENT MAINTENANCE	1,500	0	0	0	0	1,500	202	13.44
592-550-933.014	PLANT EQUIPMENT	30,000	0	0	0	0	30,000	9,900	33.00
592-550-933.015	BOILER AND SPECIAL EQUIPMENT	5,000	0	0	0	0	5,000	510	10.21
592-550-933.017	LIFT STATION	5,000	0	0	0	0	5,000	3,461	69.22
592-550-933.021	ELECTRICAL MAINT	2,000	0	200	0	0	2,200	2,177	98.97
592-550-943.000	MOBILE EQUIPMENT RENTAL	0	0	500	0	0	500	279	55.75
592-550-956.000	MISC COLL SYS PURCHASES	7,000	0	0	0	0	7,000	4,878	69.69
592-550-956.014	FEES	5,760	0	0	0	0	5,760	5,500	95.49
592-550-960.000	EDUCATION AND TRAINING	3,000	0	0	0	0	3,000	2,908	96.93
592-550-960.021	PROFESSIONAL MEMBERSHIPS	400	0	0	0	0	400	380	95.00
592-550-972.008	METER SYSTEM IMPROVEMENT	29,000	0	0	0	0	29,000	500	1.72
592-550-977.001	MISC PLANT PURCHASES	1,000	0	1,000	0	0	2,000	1,942	97.08
592-550-977.011	COMPUTER EQUIPMENT	1,000	0	0	0	0	1,000	109	10.90
592-550-977.061	GENERATOR MAINTENANCE	2,500	0	0	0	0	2,500	0	0.00
592-560-818.000	CONTRACTUAL SERVICES-WATER	1,010,000	0	(15,000)	0	0	995,000	220,811	22.19
592-560-818.077	CONTRACTUAL SERVICES-WASTEWATE	451,000	268,363	0	0	0	719,363	243,130	33.80
592-560-818.201	CONTRACTUAL SERVICES - CS MAIN	100,000	29,117	0	0	0	129,117	29,117	22.55
592-560-818.203	CONTRACTUAL SERVICES - ANNUAL	65,000	0	0	0	0	65,000	0	0.00
592-560-818.205	CONTRACTUAL SERVICES - WATER F	15,000	0	15,000	0	0	30,000	0	0.00
592-560-818.206	CONTRACTUAL SERVICES-ASSET MGM	100,000	38,827	0	0	0	138,827	12,922	9.31
592-560-972.000	WATER PROD/DIST IMPROVEMENT	50,000	0	0	0	0	50,000	2,789	5.58
592-561-804.002	WATER CONTRIBUTION/ADM EXP	272,960	0	0	0	0	272,960	136,480	50.00
592-561-804.003	SEWER CONTRIBUTION/ADM EXP	293,946	0	0	0	0	293,946	146,973	50.00
592-561-804.004	POSTAGE	4,800	0	0	0	0	4,800	1,920	39.99
592-561-818.000	CONTRACTUAL SERVICES	6,000	0	0	0	0	6,000	2,843	47.38
592-561-818.013	ENGINEERING	12,000	0	0	0	0	12,000	0	0.00
592-561-818.080	H2O MORTON ST - GIBBS TO VAUCC	25,000	0	0	0	0	25,000	0	0.00
592-561-956.000	MISCELLANEOUS	0	0	100	0	0	100	17	16.59
TOTAL Expenditures		5,580,406	394,433	19,300	0	0	5,994,139	2,258,131	37.67
TOTAL FOR FUND 592									
REVENUES:		6,361,809	0	77,330	0	0	6,439,139	3,164,721	0.00
EXPENDITURES		5,580,404	394,433	19,300	0	0	5,994,137	2,258,129	0.00
NET OF REVENUES vs. EXPENDITURES		781,405	(394,433)	58,030	0	0	445,002	906,592	0.00

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
661-000-673.000	SALE OF FIXED ASSETS	0	0	10,000	0	0	10,000	10,000	100.00
661-000-676.001	RENTAL REIMBURSEMENT	20,000	0	(10,000)	0	0	10,000	2,973	29.73
661-000-676.002	INSURANCE REIMBURSEMENT	0	0	0	0	0	0	9	0.00
661-000-699.039	TRANS FM GENERAL FUND DEPTS	91,833	0	0	0	0	91,833	0	0.00
661-000-699.040	TRANSFERS FROM OTHER DEPTS	348,540	0	0	0	0	348,540	348,540	100.00
TOTAL Revenues		460,373	0	0	0	0	460,373	361,522	78.53
661-271-702.000	SALARIES AND WAGES	56,522	0	0	0	0	56,522	33,744	59.70
661-271-712.000	FRINGE BENEFITS	5,755	0	0	0	0	5,755	743	12.92
661-271-713.001	EMPLOYER SOCIAL SECURITY	3,629	0	0	0	0	3,629	2,147	59.16
661-271-713.002	MEDICARE/EMPLOYER PORTION	849	0	0	0	0	849	502	59.14
661-271-714.002	PENSION -DEFINED BENEFIT	19,178	0	0	0	0	19,178	8,771	45.73
661-271-714.003	PENSION-DEFINED CONTRIBUTION	5,791	0	0	0	0	5,791	3,534	61.03
661-271-722.000	SICK LEAVE	2,007	0	(1,100)	0	0	907	892	98.36
661-271-750.000	OPERATING SUPPLIES	9,000	0	0	0	0	9,000	5,836	64.85
661-271-750.001	MISCELLANEOUS	0	0	650	0	0	650	636	97.90
661-271-750.002	GASOLINE	25,000	0	0	0	0	25,000	13,287	53.15
661-271-750.003	DIESEL FUEL	25,000	0	0	0	0	25,000	10,280	41.12
661-271-750.011	TIRES	11,000	0	0	0	0	11,000	2,610	23.73
661-271-804.000	ADMINISTRATION CHARGES	67,373	0	0	0	0	67,373	33,837	50.22
661-271-818.066	CDL TESTING	1,300	0	400	0	0	1,700	1,672	98.36
661-271-819.000	FLEET AND LIABILITY INSURANC	18,000	2,600	0	0	0	20,600	20,595	99.97
661-271-920.001	NATURAL GAS	2,000	0	(2,000)	0	0	0	0	0.00
661-271-920.002	ELECTRIC	2,500	0	(2,500)	0	0	0	0	0.00
661-271-930.004	HOIST INSPECTION	2,000	0	0	0	0	2,000	735	36.75
661-271-933.000	EQUIPMENT MAINTENANCE	0	0	650	0	0	650	604	92.91
661-271-933.018	IN-HOUSE EQUIPMENT MAINT	50,000	0	0	0	0	50,000	25,180	50.36
661-271-933.019	OUTSIDE SERVICE	15,000	0	0	0	0	15,000	9,075	60.50
661-271-956.000	MISCELLANEOUS	0	0	200	0	0	200	95	47.50
661-271-977.002	FRONT-END LOADER	37,000	0	1,990	0	0	38,990	0	0.00
661-271-977.003	FIRE TRUCK	0	0	0	0	0	0	6,981	0.00
661-271-977.024	FRONT PLOW	12,000	0	0	0	0	12,000	0	0.00
661-271-977.029	MISCELLANEOUS EQUIPMENT	2,500	0	0	0	0	2,500	1,268	50.74
661-271-977.034	DUMP TRUCK	0	0	1,000	0	0	1,000	921	92.10
661-271-977.036	PICK-UP	60,000	0	0	0	0	60,000	55,404	92.34
661-271-977.037	RADIO EQUIPMENT	2,000	0	0	0	0	2,000	495	24.75
661-271-977.042	TOOL ALLOWANCE	300	0	0	0	0	300	300	100.00
661-271-977.045	TOOLS	9,000	0	0	0	0	9,000	9,000	100.00
661-271-977.067	TRAILER	15,000	0	0	0	0	15,000	0	0.00
661-271-993.014	INTEREST PAYMENT	0	0	5,900	0	0	5,900	5,815	98.55
TOTAL Expenditures		459,704	2,600	5,190	0	0	467,494	254,959	54.54
TOTAL FOR FUND 661									
REVENUES:		460,373	0	0	0	0	460,373	361,523	0.00
EXPENDITURES		459,705	2,600	5,190	0	0	467,495	254,960	0.00
NET OF REVENUES vs. EXPENDITURES		668	(2,600)	(5,190)	0	0	(7,122)	106,562	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS
 Year Ended 06/30/2024

Fund 805 SPECIAL ASSESSMENT CAPITAL PROJECT FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
805-000-451.000	SPECIAL ASSESSMENTS	2,250	0	0	0	0	2,250	2,252	100.09
805-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	1	0.00
TOTAL Revenues		2,250	0	0	0	0	2,250	2,253	100.15
TOTAL FOR FUND 805									
REVENUES:		2,250	0	0	0	0	2,250	2,253	0.00
EXPENDITURES		0	0	0	0	0	0	0	0.00
NET OF REVENUES vs. EXPENDITURES		2,250	0	0	0	0	2,250	2,253	0.00

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-000-202.000	BA	07/01/2023	00037339	Vnd: 02-13-0776 PO #: 00037339	8,850.00
101-000-202.000	BA	07/01/2023	00037882	Vnd: 02-11-0957 PO #: 00037882	7,928.00
101-000-202.000	BA	07/01/2023	00037905	Vnd: 02-03-0151 PO #: 00037905	12,355.95
101-000-202.000	BA	07/01/2023	00038135	Vnd: 02-11-1516 PO #: 00038135	18,921.84
101-000-202.000	BA	07/01/2023	00038139	Vnd: 02-03-0151 PO #: 00038139	144,000.00
101-000-202.000	BA	07/01/2023	00038140	Vnd: 02-02-2140 PO #: 00038140	1,540.54
101-000-202.000	BA	07/01/2023	00038154	Vnd: 02-22-3333 PO #: 00038154	4,368.00
101-000-202.000	BA	07/01/2023	00038183	Vnd: 02-13-1912 PO #: 00038183	3,295.00
101-000-202.000	BA	07/01/2023	00038185	Vnd: 02-22-3333 PO #: 00038185	4,130.00
101-000-202.000	BA	07/01/2023	00038214	Vnd: 02-13-1145 PO #: 00038214	1,200.00
101-000-202.000	BA	07/01/2023	00038223	Vnd: 20-19-2084 PO #: 00038223	54,000.00
101-000-405.000	BA	12/31/2023	14588	DELINQUENT PROPERTY TAX	1,900.00
101-000-528.000	BA	12/31/2023	14588	OTHER FEDERAL GRANTS	(250,000.00)
101-000-540.000	BA	09/08/2023	14263	STATE GRANTS	10,000.00
101-000-540.000	BA	10/30/2023	14502	STATE GRANTS	22,000.00
101-000-540.000	BA	12/31/2023	14588	STATE GRANTS	(250,000.00)
101-000-555.000	BA	12/31/2023	14588	MID-STATE HEALTH NTKW GRANT	6,863.00
101-000-566.000	BA	12/31/2023	14588	ARTS & CULTURE GRANT	880.00
101-000-569.000	BA	12/31/2023	14588	ACT 302 FUNDS-STATE OF MICH	600.00
101-000-573.000	BA	12/31/2023	14588	Local Community Stabilization Sh.	30,000.00
101-000-574.000	BA	12/31/2023	14588	STATE REVENUE SHAR SALES TAX	398.00
101-000-632.001	BA	12/31/2023	14588	CITY FIRE SERVICE	6,200.00
101-000-674.008	BA	12/31/2023	14588	DESIGNATED CONTRIBUTIONS - POLIC	1,900.00
101-000-676.000	BA	10/21/2023	14442	REIMBURSEMENTS	4,861.51
101-000-676.000	BA	12/31/2023	14588	REIMBURSEMENTS	3,575.00
101-000-676.002	BA	08/18/2023	14086	INSURANCE REIMBURSEMENT	8,768.01
101-101-806.000	BA	12/31/2023	14588	TAX APPEALS	5,000.00
101-101-900.004	BA	12/31/2023	14588	OTHER	50.00
101-101-956.000	BA	12/31/2023	14588	MISCELLANEOUS	1,500.00
101-101-956.001	BA	12/31/2023	14588	CHAMBER OF COMMERCE DUES	475.00
101-101-956.002	BA	12/31/2023	14588	MUNICIPAL LEAGUE DUES	200.00
101-101-956.005	BA	12/31/2023	14588	CLERK/BLDG INSPECTOR DUES	10.00
101-101-961.003	BA	12/31/2023	14588	OTHER ASSOCIATION DUES/MAPS	450.00
101-101-962.000	BA	07/01/2023	00037882		7,928.00
101-101-963.000	BA	12/31/2023	14588	ZONING APPEALS BOARD	200.00
101-172-722.000	BA	12/31/2023	14588	SICK LEAVE	(4,400.00)
101-172-768.000	BA	12/31/2023	14588	UNIFORMS	500.00
101-172-814.002	BA	12/31/2023	14588	WEBSITE	500.00
101-172-814.003	BA	12/31/2023	14588	HARDWARE MAINTENANCE	14,000.00
101-172-814.005	BA	07/01/2023	00038154		1,092.00
101-172-814.005	BA	07/01/2023	00038185		4,130.00
101-172-814.005	BA	12/31/2023	14588	COMPUTER SUPPLIES	2,500.00
101-172-818.000	BA	07/01/2023	00038214		1,200.00
101-172-853.004	BA	12/31/2023	14588	MONTHLY & LONG DISTANCE SERV	5,000.00
101-172-870.092	BA	12/31/2023	14588	ASSESSOR / MILEAGE	1,000.00
101-172-977.011	BA	07/01/2023	00038154		2,184.00
101-301-722.000	BA	12/31/2023	14588	SICK LEAVE	(3,000.00)
101-301-732.008	BA	07/01/2023	00038140		1,540.54
101-301-804.086	BA	12/31/2023	14588	LEGAL/AUDIT	15,000.00
101-301-819.000	BA	09/11/2023	14264	FLEET AND LIABILITY INSURANC	400.00
101-301-880.001	BA	10/30/2023	14502	GRANT-RELATED EXPENSES	22,000.00
101-301-880.001	BA	12/31/2023	14588	GRANT-RELATED EXPENSES	1,000.00
101-301-977.001	BA	12/31/2023	14588	MISCELLANEOUS	250.00
101-336-880.001	BA	09/08/2023	14263	GRANT-RELATED EXPENSES	10,000.00
101-336-880.001	BA	10/21/2023	14442	GRANT-RELATED EXPENSES	4,861.51
101-336-880.001	BA	12/31/2023	14588	GRANT-RELATED EXPENSES	100.00
101-336-933.000	BA	08/18/2023	14086	EQUIPMENT MAINTENANCE	8,768.01
101-336-933.000	BA	10/30/2023	14503	EQUIPMENT MAINTENANCE	6,500.00
101-336-933.000	BA	11/07/2023	14525	EQUIPMENT MAINTENANCE	5,300.00
101-336-935.001	BA	11/07/2023	14525	FIRE HALL MAINTENANCE	(2,500.00)
101-336-956.000	BA	12/31/2023	14588	MISCELLANEOUS	250.00
101-441-722.000	BA	12/31/2023	14588	SICK LEAVE	(3,200.00)
101-441-818.000	BA	11/02/2023	14513	CONTRACTUAL SERVICES	(1,526.66)
101-441-943.000	BA	12/31/2023	14588	MOBILE EQUIPMENT RENTAL	1,000.00
101-441-956.006	BA	12/31/2023	14588	CODE ENFORCEMENT MOWING	1,500.00
101-441-974.019	BA	07/01/2023	00037339		8,850.00
101-441-974.019	BA	10/30/2023	14504	PARKING LOT REPAIRS	17,346.70
101-441-975.000	BA	07/01/2023	00038154		1,092.00
101-751-750.002	BA	12/31/2023	14588	GASOLINE	900.00
101-751-920.002	BA	12/31/2023	14588	ELECTRIC	1,000.00
101-751-977.015	BA	07/01/2023	00038183		3,295.00
101-752-814.000	BA	12/31/2023	14588	COMPUTER SERVICE/ETC	500.00
101-752-920.003	BA	12/31/2023	14588	TELEPHONE	1,000.00
101-901-818.300	BA	07/01/2023	00037905		12,355.95
101-901-818.300	BA	10/02/2023	14341	CONTRACTUAL SERVICES - ARPA	400,000.00
101-901-970.001	BA	10/02/2023	14341	CAPITAL OUTLAY - GENERAL GOVERN	(400,000.00)
101-901-970.002	BA	11/07/2023	14525	CAPITAL OUTLAY - FIRE	(2,800.00)
101-901-970.003	BA	07/01/2023	00038139		144,000.00
101-901-970.004	BA	12/31/2023	14588	CAPITAL OUTLAY - RECREATION & CU	(500,000.00)
101-901-970.006	BA	07/01/2023	00038223		54,000.00

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-901-976.001	BA	12/31/2023	14588	LAND PURCHASE	1,700.00
101-901-977.035	BA	07/01/2023	00038135		18,921.84
101-901-977.035	BA	12/31/2023	14588	POLICE CAR	200.00
202-000-202.000	BA	07/01/2023	00037836	Vnd: 02-02-0104 PO #: 00037836	6,000.00
202-000-202.000	BA	07/01/2023	00037906	Vnd: 02-03-0151 PO #: 00037906	22,231.25
202-000-202.000	BA	07/01/2023	00038104	Vnd: 02-23-1552 PO #: 00038104	6,300.00
202-000-202.000	BA	07/01/2023	00038118	Vnd: 02-16-1112 PO #: 00038118	18,000.00
202-000-202.000	BA	07/01/2023	00038129	Vnd: 02-13-0776 PO #: 00038129	17,890.00
202-000-202.000	BA	07/01/2023	00038166	Vnd: 02-04-1573 PO #: 00038166	600.00
202-000-540.000	BA	08/18/2023	14088	STATE GRANTS	150,000.00
202-000-665.000	BA	12/31/2023	14591	INTEREST EARNED/INVESTMENTS	35.00
202-463-737.002	BA	12/31/2023	14591	GRAVEL	100.00
202-463-737.003	BA	07/01/2023	00038104		6,300.00
202-463-818.000	BA	08/18/2023	14088	CONTRACTUAL SERVICES	150,000.00
202-463-818.042	BA	12/31/2023	14591	TREE PLANTING	50.00
202-463-818.300	BA	07/01/2023	00037906		22,231.25
202-463-974.001	BA	07/01/2023	00037836		6,000.00
202-463-974.001	BA	07/01/2023	00038129		17,890.00
202-463-974.002	BA	12/31/2023	14591	DRIVEWAY APPROACHES	1,000.00
202-475-738.001	BA	07/01/2023	00038166		600.00
202-475-818.018	BA	07/01/2023	00038118		18,000.00
203-000-202.000	BA	07/01/2023	00037836	Vnd: 02-02-0104 PO #: 00037836	6,502.00
203-000-202.000	BA	07/01/2023	00038104	Vnd: 02-23-1552 PO #: 00038104	12,800.00
203-000-202.000	BA	07/01/2023	00038118	Vnd: 02-16-1112 PO #: 00038118	10,000.00
203-000-202.000	BA	07/01/2023	00038129	Vnd: 02-13-0776 PO #: 00038129	11,890.00
203-000-202.000	BA	07/01/2023	00038166	Vnd: 02-04-1573 PO #: 00038166	1,563.92
203-463-741.002	BA	09/11/2023	14265	GRAVEL	50.00
203-463-818.022	BA	07/01/2023	00038104		12,800.00
203-463-974.001	BA	07/01/2023	00037836		6,502.00
203-463-974.001	BA	07/01/2023	00038129		11,890.00
203-475-742.003	BA	07/01/2023	00038166		1,563.92
203-475-818.018	BA	07/01/2023	00038118		10,000.00
248-000-404.000	BA	12/31/2023	14592	CURRENT PROPERTY TAX	(14,800.00)
406-000-573.000	BA	12/31/2023	14593	Local Community Stabilization Sh.	31,000.00
515-000-202.000	BA	07/01/2023	00038164	Vnd: 02-13-2324 PO #: 00038164	22,895.00
515-000-405.000	BA	12/31/2023	14594	DELINQUENT PROPERTY TAX	25.00
515-000-573.000	BA	12/31/2023	14594	Local Community Stabilization Sh.	1,000.00
515-000-665.000	BA	12/31/2023	14594	INTEREST EARNED/INVESTMENTS	125.00
515-000-676.002	BA	12/31/2023	14594	INSURANCE REIMBURSEMENT	150.00
515-528-818.027	BA	07/01/2023	00038164		12,895.00
515-528-818.059	BA	07/01/2023	00038164		10,000.00
515-528-943.000	BA	12/31/2023	14594	MOBILE EQUIPMENT RENTAL	1,200.00
592-000-202.000	BA	07/01/2023	00037886	Vnd: 02-19-1637 PO #: 00037886	38,826.75
592-000-202.000	BA	07/01/2023	00037947	Vnd: 02-06-0977 PO #: 00037947	267,653.29
592-000-202.000	BA	07/01/2023	00038086	Vnd: 02-06-0977 PO #: 00038086	3,000.00
592-000-202.000	BA	07/01/2023	00038154	Vnd: 02-22-3333 PO #: 00038154	2,184.00
592-000-202.000	BA	07/01/2023	00038162	Vnd: 02-16-0520 PO #: 00038162	52,941.90
592-000-202.000	BA	07/01/2023	00038180	Vnd: 02-09-1475 PO #: 00038180	29,116.95
592-000-607.004	BA	12/31/2023	14595	NSF FEE	30.00
592-000-633.000	BA	12/31/2023	14595	WATER/CAPITAL FEE	1,550.00
592-000-633.001	BA	12/31/2023	14595	SEWER/CAPITAL FEE	15,250.00
592-000-643.001	BA	12/31/2023	14595	TOWNSHIP WATER CHARGES	8,200.00
592-000-643.002	BA	12/31/2023	14595	TWNSHIP WATER PENALTY	100.00
592-000-643.100	BA	12/31/2023	14595	CITY WATER CHG PENALTY	9,800.00
592-000-644.001	BA	12/31/2023	14595	TOWNSHIP SEWER CHARGES	31,900.00
592-000-644.200	BA	12/31/2023	14595	TWNSHIP SEWER PENALTY	500.00
592-000-677.000	BA	12/31/2023	14595	MISCELLANEOUS REVENUE	10,000.00
592-540-714.003	BA	12/31/2023	14595	PENSION-DEFINED CONTRIBUTION	3,500.00
592-540-722.000	BA	12/31/2023	14595	SICK LEAVE	3,300.00
592-540-746.000	BA	07/01/2023	00038154		1,092.00
592-540-818.031	BA	07/01/2023	00038162		48,129.00
592-540-818.031	BA	07/01/2023	00038162		4,812.90
592-541-972.008	BA	07/01/2023	00038154		1,092.00
592-550-722.000	BA	12/31/2023	14595	SICK LEAVE	(3,300.00)
592-550-818.000	BA	07/01/2023	00038086		3,000.00
592-550-920.001	BA	12/31/2023	14595	NATURAL GAS	6,000.00
592-550-920.003	BA	12/31/2023	14595	TELEPHONE	3,000.00
592-550-920.006	BA	12/31/2023	14595	WATER/SEWER CHARGE	5,000.00
592-550-933.021	BA	12/31/2023	14595	ELECTRICAL MAINT	200.00
592-550-943.000	BA	12/31/2023	14595	MOBILE EQUIPMENT RENTAL	500.00
592-550-977.001	BA	12/31/2023	14595	MISC PLANT PURCHASES	1,000.00
592-560-818.000	BA	10/16/2023	14410	CONTRACTUAL SERVICES-WATER	(15,000.00)
592-560-818.077	BA	07/01/2023	00037947		267,653.29
592-560-818.077	BA	08/18/2023	14087	CONTRACTUAL SERVICES-WASTEWATER	710.00
592-560-818.201	BA	07/01/2023	00038180		29,116.95
592-560-818.205	BA	10/16/2023	14410	CONTRACTUAL SERVICES - WATER FEN	15,000.00
592-560-818.206	BA	07/01/2023	00037886		38,826.75
592-561-956.000	BA	12/31/2023	14595	MISCELLANEOUS	100.00
661-000-673.000	BA	12/31/2023	14596	SALE OF FIXED ASSETS	10,000.00
661-000-676.001	BA	12/31/2023	14596	RENTAL REIMBURSEMENT	(10,000.00)

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
661-271-722.000	BA	12/31/2023	14596	SICK LEAVE	(1,100.00)
661-271-750.001	BA	12/31/2023	14596	MISCELLANEOUS	650.00
661-271-818.066	BA	12/31/2023	14596	CDL TESTING	400.00
661-271-819.000	BA	09/11/2023	14264	FLEET AND LIABILITY INSURANC	2,600.00
661-271-920.001	BA	12/31/2023	14596	NATURAL GAS	(2,000.00)
661-271-920.002	BA	12/31/2023	14596	ELECTRIC	(2,500.00)
661-271-933.000	BA	12/31/2023	14596	EQUIPMENT MAINTENANCE	650.00
661-271-956.000	BA	12/31/2023	14596	MISCELLANEOUS	200.00
661-271-977.002	BA	10/30/2023	14505	FRONT-END LOADER	1,990.16
661-271-977.034	BA	12/31/2023	14596	DUMP TRUCK	1,000.00
661-271-993.014	BA	12/31/2023	14596	INTEREST PAYMENT	5,900.00

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
February 22, 2024

Department: Administration	Attachments:
Subject: <i>Finance Advisory Committee City Resident Member Recommendation</i>	[X] Rich Koenigsknect Application [X] Jason Butler Application [X] Brian Mills Application
Prepared by: Kristina Kinde, Deputy City Manager Treasurer	Approved by: City Manager, Chad A. Gamble, P.E.

SUMMARY/HIGHLIGHT: The Finance Advisory Committee is made up of two City Commissioners, one city resident, the City Treasurer and City Manager. Commissioner Hyzer was formerly a member of the finance committee as a city resident prior to his appointment as a City Commissioner. With the city resident vacancy open, city staff reviewed the three applications received for the finance committee.

During the review of the applications, it was noted that two of the applicants (Jason Butler and Brian Mills) are both serving on other City committees. Rich Koenigsknect is a first-time applicant with a lot of government accounting experience. He is a CPA with over 23 years of experience in accounting and finance. He is currently the Finance and Business Director for Clinton County RESA.

Although both Jason Butler and Brian Mills are highly qualified individuals, staff feels that Rich Koenigsknect would be a great new addition to a city committee/board.

BACKGROUND/DISCUSSION: N/A

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: N/A

RECOMMENDATION: Staff recommends City Commission appoint Rich Koenigsknect to the Finance Advisory Committee as the City resident member.

Entry #: 14 - Rich Koenigsknecht **Status:** Submitted **Submitted:** 1/9/2024 4:03 PM

Name

Rich Koenigsknecht

Section

BOARDS / MEMBERS

Finance Advisory

Board of Review: Meets March, July & December of each year. Hears appeals on property assessments.

Board of Appeals: Meets as needed. Hears request for variance from the zoning ordinances.

Compensation Board: Meets as needed, usually in May. Sets the city commission's compensation.

PSD/DDA: Meets 1st Wednesday of each month at 11:30 am. Promotes and enhances the downtown business district.

Parking Committee: Meets as needed. Reviews requests and makes recommendations to the city commission on parking.

Parks & Recreation Board: Meets 3rd Wednesday of Jan, Apr, Jul, & Oct at 6:00 pm. Reviews and advises the city commission the operation of the city pars and recreation programs

Planning Commission: Meets 2nd Wednesday of each month at 5:30 pm. Reviews rezonings, site plans, subdivision, special use permits and other development projects.

Finance Advisory: Meets as needed. Provides financial oversight for the municipality.

Board of Ethics: Meets as needed. Review complaints of ethics violations allegedly committed by elected and non-elected officials.

Brownfield Redevelopment Authority: Meets as needed. Facilitate identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas to promote revitalization.

Law Enforcement Advisory: Meets as needed. Address and remedy operational issues and deficiencies; insure compliance with legislation and mandates as it concerns the police dept. facilities and functions.

Exterior Property Maint Ordinance: Meets as needed. Hears from property owners contesting violations.

Other: Please specify.

Preference #1

Preference #2

Preference #3

Preference #4

Preference #5

Finance Advisory

How long have you lived in the City of St. Johns?

40 years

Please give a brief summary of your educational and work background:

I'm a graduate of St. Johns High School and Central Michigan University with a degree in Accounting. I'm a Certified Public Accountant with the State of Michigan and have worked in accounting my entire career. I started my career at Maner Costerisan, PC. and left to be the Controller at Cartridges Are Us. From there I went to Thomas M. Cooley Law School where I was the Assistant Controller for 14 years and I am currently the Finance & Business Director at Clinton County RESA. I have over 23 years in accounting and finance experience.

Please tell us about any previous civic or service club environment:

I have volunteered as a coach for my son's basketball and baseball teams for the past 7 years. I also served on the committee of the St. Johns Theatre Boosters Golf Outing Committee this year.

Please tell us more about yourself and your interest in serving on a board or committee for the City of St. Johns:

I am a life long St. Johns resident and feel a deep connection to the city. My mother and grand parents were teachers in the St. Johns Public School system and my wife is currently a teacher. I live and work in St. Johns and my children have both grown up here. I am not looking to serve on just any committee. I am hoping to serve on the Finance Advisory Committee which will allow me to use my education and talents to help guide St. Johns in the upcoming years.

The information you have supplied will be provided to specific boards, the city commission, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the city clerk's office at (989) 224-8944. E-mail: csj@stjohnsmi.gov

Address:

301 Basinger Way, Saint Johns, Michigan 48879

Home or Cell Phone:

Business Phone:

[Redacted]

Signature:

Date:

Email:

1/9/2024

[Redacted]

Richard J. Koenigsnecht

Thank you again for taking the time to fill out this application. Your willingness to serve the city is greatly appreciated.

Entry #: 11 - Samuel Jason Butler **Status:** Submitted **Submitted:** 6/21/2023 11:37 AM

Name

Samuel Jason Butler

Section

BOARDS / MEMBERS

Finance Advisory

Board of Review: Meets March, July & December of each year. Hears appeals on property assessments.

Board of Appeals: Meets as needed. Hears request for variance from the zoning ordinances.

Compensation Board: Meets as needed, usually in May. Sets the city commission's compensation.

PSD/DDA: Meets 1st Wednesday of each month at 11:30 am. Promotes and enhances the downtown business district.

Parking Committee: Meets as needed. Reviews requests and makes recommendations to the city commission on parking.

Parks & Recreation Board: Meets 3rd Wednesday of Jan, Apr, Jul, & Oct at 6:00 pm. Reviews and advises the city commission the operation of the city pars and recreation programs

Planning Commission: Meets 2nd Wednesday of each month at 5:30 pm. Reviews rezonings, site plans, subdivision, special use permits and other development projects.

Finance Advisory: Meets as needed. Provides financial oversight for the municipality.

Board of Ethics: Meets as needed. Review complaints of ethics violations allegedly committed by elected and non-elected officials.

Brownfield Redevelopment Authority: Meets as needed. Facilitate identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas to promote revitalization.

Law Enforcement Advisory: Meets as needed. Address and remedy operational issues and deficiencies; insure compliance with legislation and mandates as it concerns the police dept. facilities and functions.

Exterior Property Maint Ordinance: Meets as needed. Hears from property owners contesting violations.

Other: Please specify.

Preference #1

Finance Advisory

Preference #2

Preference #3

Preference #4

Preference #5

How long have you lived in the City of St. Johns?

24 Years

Please give a brief summary of your educational and work background:

Bachelors of Business Administration from Northwood University. Over 25 years in the Financial Services industry. Currently the President/Personal Financial Advisor of Butler Financial Group.

Please tell us about any previous civic or service club environment:

As a strong supporter of the community, I am involved in several organizations. Just under 10 years on the PSD/DDA board and currently serving as the Chair. Board member of Parks and Rec for over 10 years. Board Member of Johnella Estate HOA. Served 5 years on the Arts Council board which included 3 years as their President. Although no longer on the Arts Council board I remain close to the organization and its members.

Please tell us more about yourself and your interest in serving on a board or committee for the City of St. Johns:

Had the pleasure of working with Kristina Kinde as she filled in as Interim City Manager. I believe we worked very well together and share a passion for numbers/budgets. As an analyst at heart, I'm interested in being on the Financial Advisory board.

The information you have supplied will be provided to specific boards, the city commission, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the city clerk's office at (989) 224-8944. E-mail: csj@stjohnsmi.gov

Address:

1201 Kelcrasta Dr., Saint Johns, Michigan 48879

Home or Cell Phone:

[Redacted]

Business Phone:

[Redacted]

Signature:

Date:

6/21/2023

Email:

[Redacted]



Thank you again for taking the time to fill out this application. Your willingness to serve the city is greatly appreciated.

Entry #: 9 - Brian Mills **Status:** Submitted **Submitted:** 6/9/2023 2:18 PM

Name

Brian Mills

Section

BOARDS / MEMBERS

- Board of Review
- Board of Appeals
- Compensation Board
- Principal Shopping District/Downtown Development Authority
- Parking Committee
- Parks and Recreation Board
- Planning Commission
- Finance Advisory
- Board of Ethics
- Brownfield Redevelopment Authority
- Law Enforcement Advisory
- Exterior Property Maintenance
- Ordinance Citizens Review Panel
- Whatever and wherever needed to assist the community

Board of Review: Meets March, July & December of each year. Hears appeals on property assessments.

Board of Appeals: Meets as needed. Hears request for variance from the zoning ordinances.

Compensation Board: Meets as needed, usually in May. Sets the city commission's compensation.

PSD/DDA: Meets 1st Wednesday of each month at 11:30 am. Promotes and enhances the downtown business district.

Parking Committee: Meets as needed. Reviews requests and makes recommendations to the city commission on parking.

Parks & Recreation Board: Meets 3rd Wednesday of Jan, Apr, Jul, & Oct at 6:00 pm. Reviews and advises the city commission the operation of the city pars and recreation programs

Planning Commission: Meets 2nd Wednesday of each month at 5:30 pm. Reviews rezonings, site plans, subdivision, special use permits and other development projects.

Finance Advisory: Meets as needed. Provides financial oversight for the municipality.

Board of Ethics: Meets as needed. Review complaints of ethics violations allegedly committed by elected and non-elected officials.

Brownfield Redevelopment Authority: Meets as needed. Facilitate identification and treatment of environmentally distressed, functionally obsolete and/or blighted areas to promote revitalization.

Law Enforcement Advisory: Meets as needed. Address and remedy operational issues and deficiencies; insure compliance with legislation and mandates as it concerns the police dept. facilities and functions.

Exterior Property Maint Ordinance: Meets as needed. Hears from property owners contesting violations.

Other: Please specify.

Preference #1

Finance Advisory

Preference #2

Preference #3

Preference #4

Preference #5

How long have you lived in the City of St. Johns?

Since 1997

Please give a brief summary of your educational and work background:

Bachelor of Science from CMU in Political Science with a Business & International Relations Minor. Spent 25 years in the public sector (Legislature) working for the Legislature and MSHDA (state Housing authority). Currently in the private sector as Deputy Director of a trade association representing health insurers (Michigan Association of Health Plans)

Please tell us about any previous civic or service club environment:

Founding Board member of "No-more Sidelines of Mid-Michigan", a civil organization assisting children with special needs. Member of the Parent Advisory Council of Clinton County RESA, an advisory committee that advances parents' involvement and perspectives on special needs services in the community.

Please tell us more about yourself and your interest in serving on a board or committee for the City of St. Johns:

My wife and I have lived in the City of St. Johns since 1997 and paid taxes as a property owner since 1998. We have two kids (ages 18 & 15) who both attend public school in St. Johns. My father was an elected village president of the Village of Bellaire for many years when I was growing up and I understand the importance of assisting and serving the community I intend to live in for many more years.

The information you have supplied will be provided to specific boards, the city commission, and is also subject to public disclosure under the Michigan Freedom of Information Act, as amended. If you have any questions, you may contact the city clerk's office at (989) 224-8944. E-mail: csj@stjohnsmi.gov

Address:

1616 South Lansing Street, St. Johns, Michigan 48879

Home or Cell Phone:

[Redacted]

Business Phone:

[Redacted]

Signature:



Date:

6/9/2023

Email:

[Redacted]

Thank you again for taking the time to fill out this application. Your willingness to serve the city is greatly appreciated.